

46 – 48 Market Street  
Carnforth  
LA5 9LB  
Tel: 07828254149  
Email: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org)



Dear Councillor,

**Subject: Meeting of Carnforth Town Council**

**You are hereby summoned to attend to the 'Ordinary' Meeting of Carnforth Town Council at 6:30pm on Wednesday 20<sup>th</sup> December 2023 at Carnforth Civic Hall, North Road, Carnforth**

**If you are unable to attend the meeting you should notify the Town Clerk by Noon on the day of the meeting.**

**Note to the Public:** Electors of the town wishing to address the Council are advised to notify the Town Clerk before 10am on the day of the meeting by email to: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org) or by calling 07828254149.

Permission to speak at the meeting will be at the discretion of the Town Mayor. Public participation at a meeting shall only be in relation to matters relating to items on the agenda any response or debate by the Council shall be at the Town Mayor's discretion.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Robert Bailey", with a long horizontal line extending from the end of the signature.

Bob Bailey, Town Clerk & Responsible Financial Officer



# Carnforth Town Council

## MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

A G E N D A – WEDNESDAY 20<sup>th</sup> DECEMBER 2023

at 6:30pm at CARNFORTH CIVIC HALL

- 23141. Apologies:** To receive apologies
- 23142. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 23143. Urgent Business:** To consider matters of urgent business not on the Agenda
- 23144. Minutes:** To consider Minutes of the meeting held on 15<sup>th</sup> November 2023
- 23145. Public participation & information only updates:** To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
- 1) Public discussion
  - 2) Town Mayor and Members updates and information only reports
  - 3) Clerk's report (to follow)
  - 4) Reports of Ward & County Councillors
  - 5) Reports from outside bodies
- 23146. Urgent Decisions:** To consider Town Clerk's report on urgent decisions in accordance with the adopted Scheme of Delegation
- 23147. Planning Applications & Temporary Road Closures:** To consider planning applications and temporary road closures set out below. Planning applications can be viewed online at <https://www.lancaster.gov.uk/planning/view-applications-and-decisions>

Application No:	Description
23/0190/TPO	Ash tree to be pruned and a section removed; Lodge Quarry, Lancaster Road, Carnforth <b>Recommendation: Support planning application in principal</b>
23/0194/TCA	Beech tree – Fergus sylvatica – crown; Ash Trees Surgery, Market Street, Carnforth LA5 9JU <b>Recommendation: Support planning application in principal</b>
23/01248/FUL	Erection of a dwelling and associated access; 66 Kellet Road, Carnforth LA5 9LP <b>Recommendation: Support planning application in principal</b>



# Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Application No:	Description
23/01315/FUL	Demolition of existing rear conservatory, erection of a single storey side/rear extension and conversion of existing garage into ancillary living accommodation; 20 Haws Avenue, Carnforth LA5 9DH <b>Recommendation: Support planning application in principal</b>
23/01354/FUL	Erection of building for manufacturing, distribution and office and associated infrastructure; Land to the West of Oakwood Way, Carnforth Business Park, Kellet Road, Carnforth <b>Recommendation: Support planning application in principal</b>

- 23148. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 23149. Town Development & Planning Committee:** To consider report of committee meeting held on Monday 4<sup>th</sup> December 2023
- 23150. Property & Environment Committee:** To consider report of Committee meeting held on Tuesday 5<sup>th</sup> December 2023
- 23151. Finance & Governance Committee:** To consider report of Committee meetings held on Wednesday 13<sup>th</sup> December 2023
- 23152. Payments for Authorisation:** To consider for approval payments awaiting authorisation
- 23153. Committee membership:** To review committee membership.
- 23154. Correspondence:** To consider correspondence received since the last meeting (To follow)
- 23155. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 23156. Date of next meeting:** Wednesday 17<sup>th</sup> January 2024 at 6:30pm

Town Clerk & Responsible Finance Officer

15 December 2023

Tel: 07828254149 Email: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org)



# Carnforth Town Council

## Minutes of meeting held on 15<sup>th</sup> November 2023 at 6:30pm at Carnforth Council Offices

**Present:** Councillors Grisenthwaite (Town Mayor); Bromilow; Laurence; Parker; Richmond; Roe and Turner.

**In attendance:** Ward Councillor Louise Belcher.

**23125 Apologies:** Apologies were received and accepted from Councillors Paula Gardner, Hanna; Jones and Smith. Apologies also received from County Councillor Williamson and Ward Councillor Belcher

**23126 Declaration on interests and dispensations:** Declarations of interest relating to connections with local organisations were made and accepted.

There were no declarations of interest or request for dispensations specifically relating to items on the agenda for this meeting.

**23127 Urgent Business:** The Town Mayor reported that he had been contacted by Carnforth Chamber of Trade about the ongoing matters with the Ticket Vending Machines at the Carnforth Station Car Park.

Councillors were reminded of the response received from Northern Rail stating that they do not have funding available to update the Ticket Vending machines and have asked if the Town Council or any other third party would be interested in discussing funding options with them. After some discussion, it was **RESOLVED that the matter be referred to the Town Development & Planning Committee for further consideration and recommendation to Carnforth Town Council.**

Councillors considered the closure of Council buildings over the Christmas period.

After some discussion, it was **RESOLVED that all Carnforth Town Council buildings be closed on Saturday 23rd December 2023 and reopen on Saturday 6th January 2024.**

The Town Clerk reported that the he had trained the Administrative Officer on the use of Mario Maps and its various overlays and advised that she is now posting weekly details of planned and commenced roadworks on social media.

Councillors agreed that this is a useful additional service for the Council to provide for the local community and **RESOLVED that ongoing management of this be delegated to the Town Clerk in accordance with the Council's adopted Information Management and Social Media policies.**



# Carnforth Town Council

**23128 Minutes:** Subject to a minor amendment, it was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 18<sup>th</sup> October 2023 be approved.**

**23129 Adjournment for public discussion and information only updates:**

- 1) **Public Discussion:** No members of the public were in attendance.
- 2) **Councillor updates / matters:**.. The Town Mayor reported on his activities in the last month and plans in the coming weeks. Councillors and staff were thanked and congratulated on the successful organisation and delivery of the Remembrance Sunday parade, service and reception. The Town Mayor also provided an update on the latest position with the Lundsfield Quarry site and a meeting with a representative from County Highways to discuss safety concerns at Carnforth Brow and in light of planning developments in the area. There had been a useful presentation and discussion with the Air Quality Officer from Lancaster City Council on the reasons for, and instruction from, DEFRA on the decision to revoke the Air Quality Management Area in Carnforth. Councillor Turner reported that he is working with representatives from the Chamber of Trade to prepare and install Christmas Trees along Market Street and in the War Memorial Gardens.  
Councillor Parker reported that he had laid wreaths at the Menin Gate in Epres, Belgium and in Saily-sur-la Lys in France on behalf of Carnforth Town Council and the Carnforth & District Twinning Association.  
Councillor Bromilow outlined upcoming Rotary Club of Carnforth activities and her work with a trust that had recently awarded £3k to local charitable organisations.  
Councillor Laurence reported that he is considering being the local representative for the Royal British Legion and currently working on veteran and blue light initiative in Carnforth with various other organisations as a private endeavour;
- 3) **Reports of Ward & County Councillors:** No County or Ward Councillors were present.  
**ACTION: Town Clerk to circulate written report from Councillor Williamson.**
- 4) **Reports from outside bodies:** The Town Mayor reported on progress with the extension to Carnforth Swimming Pool and Councillor Bromilow reported that good progress is being made with the installation of training nets at Carnforth Cricket Club. Councillor Roe advised that the Station Trust had decided to close the Heritage Centre from 24<sup>th</sup> December 2023 to 1<sup>st</sup> April 2024.



# Carnforth Town Council

Councillor Laurence reported that Carnforth Chamber of Trade plans to hold a Carnforth Expo event and had decided to withdraw its proposal for community awards.

It was then **RESOLVED that reports of Town Councillors & Outside Bodies be noted**

**23130 Urgent Decisions:** The Town Clerk presented a report on recent decisions taken in accordance with Carnforth Town Council's Scheme of Delegation and in response to questions raised by Councillors. After some comments it was **RESOLVED that the report and actions taken in accordance with policy be noted and accepted.**

**23131 Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

Application No:	Description
23/00883/FUL	Demolition of existing stable block and of a detached two-storey garage with annex over – Rig Lea, Netherbeck, Carnforth, LA6 1AA <b>Recommendation: Support in principle</b>
23/01096/FUL	Erection of a detached building – 2 Windermere Road, Carnforth LA5 9AR <b>Recommendation: Support in principle</b>
23/01150/ADV	Advertisement application for the display of an externally illuminated fascia sign to shopfront – 15 Market Street, Carnforth, Lancashire, LA5 9JX <b>Recommendation: Support in principle with comments</b>
23/001159/FUL	Retrospective application for the removal of external staircase, installation of new & altered windows, doors and rooflights and installation of metal balustrades - Former Co-op warehouse, John Street, Carnforth <b>Recommendation: Object to the planning application</b>

After discussion on each of the above applications it was **RESOLVED that the recommendations of the Town Development and Planning Committee be approved and that the Town Clerk arranges for the necessary actions to be carried out**



# Carnforth Town Council

**23132** **Planning Authority Decisions:** Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered.

Four planning applications are awaiting decision and one, that Carnforth Town Council previously objected to, has been refused by the planning authority.

It was then **RESOLVED that the update on the planning authority's decisions be noted.**

**23133** **Town Development & Planning Committee:** Councillor Parker reported on the recommendations and actions arising from the meeting of the Town Development & Planning Committee held on 6<sup>th</sup> November 2023, including:

- 1) Request that the Finance & Governance Committee considers the purchase of street furniture from the Community Benefit fund to be installed at Alexandra Park and at the land on the corner of Market Street and Norh Road;
- 2) Action to write to Morecambe Town Council on concerns raised about the weed spraying arrangements in Carnforth;
- 3) Action to raise concerns with the contractor responsible for causing damage to the land on the corner of Market Street and Norh Road;
- 4) Temporary road closures and planning applications;
- 5) Budget monitoring and planning;
- 6) Results of the survey on the proposed residents parking scheme;
- 7) Remembrance Sunday arrangements;
- 8) War Memorial Centenary 2024 plans;
- 9) Carnforth Fringe project mandate, and;
- 10) Road safety concerns at Carnforth Brow

It was then **RESOLVED that the report, actions and recommendations of the Town Development & Planning Committee be noted and approved.**

**23134** **Property & Environment Committee:** Councillor Richmond reported on the recommendations and actions arising from the meeting of the Property & Environment Committee held on 7<sup>th</sup> November 2023, including:

- 1) Removal of three litter bins by Canal & Rivers Trust at the end of November unless Carnforth Town Council can commit to taking responsibility for the future management of these and the associated waste collection arrangements;



# Carnforth Town Council

- 2) Approach by agents of Booths Ltd requesting that Carnforth Town Council takes on responsibility for grounds maintenance around Ashtrees Way for a fee to be determined;
- 3) Carnforth Highfield Allotments;
- 4) Environmental and public realm actions and updates;
- 5) Maintenance and management of Carnforth Civic and Crag Bank Village Halls, and;
- 6) Budget monitoring and planning

It was then **RESOLVED that the report, actions and recommendations of the Property & Environment Committee be noted and approved.**

**23135 Finance & Governance Committee:** Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Finance & Governance Committee held on 8<sup>th</sup> November 2023, including:

- 1) A resolution that Carnforth Carnival be given a donation from the Town Mayors allowance in recognition of their help with traffic management on Remembrance Sunday;
- 2) Bank reconciliation and budget monitoring as at 31<sup>st</sup> October 2023 (Month 7);
- 3) A **recommendation that Carnforth Town Council acts in the role as enabler for the Carnforth Fringe event and that financial and in-kind commitments are sought with local venues and other organisations who will directly benefit;**
- 4) **Recommendations that:**
  - **Carnforth Town Council notes the significant implications of the 2024/2025 draft budget and that further plans be informed through consultation with the local community;**
  - **A full feasibility study is commissioned to provide options and solutions for the long term viability of the community venues and / or any suitable alternatives;**
  - **A three – year Capital Programme is drawn up and reviewed at least annually;**
- 5) **Recommendation that Carnforth Town Council approves the purchase of street furniture from the Community Benefit Fund;**

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





# Carnforth Town Council

**23136**

**Draft Budget 2024/2025 & Precept:** Councillors considered a detailed first draft of the budget and precept for 2024 / 2025 and estimates in 2025 / 2026 and 2026 / 2027, as presented by the Finance & Governance Committee.

Consideration was given to fixed costs that are unlikely to change and are fairly easy to budget for and variable (or reactive) costs that are harder to predict and often based on assumptions and estimates.

Carnforth Town Council is aware that its two community venues are in need of substantial investment to replace ageing and inefficient heating systems as well as some modernisation to make them viable for the future.

Councillors attention was drawn to the earmarked and General Reserves to mitigate specific risks or to build up funds for known or anticipated future expenditure

Based on this work, the annual budget and precept (expenditure budget less expected income required) for 2024 / 2025 would need to be significantly increased to deliver all the Town Council services, functions and plan.

There followed a lengthy discussion about the ongoing provision of services, where savings could be made and income generated.

The Town Clerk outlined the budget process and advised that an agreed budget and precept for 2024 / 2025 **must** be approved at the January budget setting meeting so that the demand to Lancaster City Council can be submitted in early February.

It was then **RESOLVED that Carnforth Town Council approves the recommendation of the Finance and Governance Committee, being that:**

- 1. Carnforth Town Council notes the significant implications of the 2024 / 2025 draft budget and considers options / solutions with a view to a budget and precept being approved in January 2024;**
- 2. That arrangements be made to consult with the local community to inform the Town Council plans and budget;**
- 3. A full feasibility study be commissioned at the earliest opportunity to provide options and solutions for the long term viability of the community venues and / or any suitable alternatives;**
- 4. A three – year Capital Programme be drawn up and reviewed at least annually.**



# Carnforth Town Council

- 23137** **Payments for Authorisation:** Councillors considered an updated list of payments awaiting authorisation. They were informed that essential works to the roof and damaged heating system at Crag Bank Village Hall had been previously approved in accordance with urgent procedure. After comments it was **RESOLVED that payments as set out be authorised.**
- 23138** **Correspondence:** Councillors considered correspondence received in the last month. It was then **RESOLVED that** the correspondence be noted.
- 23139** **Items for next Agenda:** Budget monitoring for 2023/2024 and planning for the next three financial years; any project mandates.
- 23140** **Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on **Wednesday 20<sup>th</sup> December at 6:30pm at Carnforth Civic Hall**
- The meeting closed at 8:00pm

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

Town Clerk & Responsible Finance Officer

Chair:

Date:



# Carnforth Town Council

## Planning Application Comments & Decisions

### December 2023 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>19/00541/OUT:</b> Outline application for the erection of up to 250 dwellings with associated access – Lundsfield Quarry, Kellet Road, Carnforth	Support the planning application in principle	Awaiting Decision
<b>21/00899/HYB:</b> Hybrid application comprising a full application for the erection of 81 dwellings with associated infrastructure and an outline application for the erection of up to 114 dwellings, including public open space provision & associated infrastructure – Land between Brewers Barn and the A601(M), North Road, Carnforth LA5 9LJ	Object to the planning application	Awaiting Decision
<b>23/00756/FUL:</b> Part retrospective application for a change of use of commercial basement to two flats and ancillary bike store, removal of external staircase of new and altered window and door openings – Former Co-op Warehouse, John Street, Carnforth	Object to the planning application	Application Refused
<b>23/00872/FUL:</b> Change of use from living accommodation to hotel and alterations to shop front windows and doors – 3-7 New Street Carnforth, LA5 9BX	Object to the planning application	Awaiting Decision
<b>23/00883/FUL:</b> Demolition of existing stable block and of a detached two-storey garage with annex over – Rig Lea, Netherbeck, Carnforth, LA6 1AA	Support the planning application in principle	Awaiting Decision
<b>23/01096/FUL:</b> Erection of a detached building – 2 Windermere Road, Carnforth LA5 9AR	Support the planning application in principle	Awaiting Decision
<b>23/01150/ADV:</b> Advertisement application for the display of an externally illuminated fascia sign to shopfront – 15 Market Street, Carnforth, Lancashire, LA5 9JX	Support the planning application in principle	Application Permitted



# Carnforth Town Council

## Planning Application Comments & Decisions

### December 2023 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>23/001159/FUL:</b> Retrospective application for the removal of external staircase, installation of new & altered windows, doors and rooflights and installation of metal balustrades - Former Co-op warehouse, John Street, Carnforth	Object to the planning application	Application Refused

# TOWN DEVELOPMENT & PLANNING COMMITTEE

## Draft Minutes of the meeting held on Monday 4<sup>th</sup> December 2023

**Present:** Councillors Parker (Chair), Grisenthwaite (Town Mayor); Hanna; Laurence; Roe, Smith and Turner.

**In attendance:** Bob Bailey, Town Clerk & Responsible Finance Officer

**23111** **Apologies:** There were no apologies

**23112** **Declaration on interests and dispensations:** Councillor Parker declared an interest in Planning Application 23/01315/FUL.

**23113** **Urgent Business:** Councillor Grisenthwaite informed Councillors that he had met with Architects at Crag Bank Village Hall with a view to services being provided on advice on a suitable heating system and a building survey similar to one previously undertaken at Carnforth Civic Hall.

The Town Clerk informed Councillors that following a meeting with Architects at Crag Bank Village Hall a building and mechanical and engineering survey is being commissioned. Councillors were reminded that budget provision had been made for this work to be carried out to inform plans for the long-term future of the building and its amenities and to support funding opportunities.

**23114** **Minutes:** It was **RESOLVED that the Minutes of the meeting held on Monday 6<sup>th</sup> November 2023 be accepted.**

**23115** **Public participation and information only updates:** There were no members of the public present.

**Actions & Updates:** The Town Clerk reported that the picnic table for Alexandra Park and bench for the 'Pat Woof Memorial Garden' had been purchased from the Community Benefit Fund and had now been installed. A complaint has been lodged with Openreach following recent damage to the 'Pat Woof Memorial Garden'

As requested Morecambe Town Council have contacted about the weeding contract in relation to grass verges on the Wellmar estate.

It was noted that the scaffolding has now been removed from the property where the Market Street clock is located.

**23116** **Planning Applications:** The Committee considered the following planning applications:

Planning Applications	
Application No:	Description
23/0190/TPO	Ash tree to be pruned and a section removed; Lodge Quarry, Lancaster Road, Carnforth
	<b>Recommend: Support planning application in principal</b>

<b>Planning Applications</b>	
<b>Application No:</b>	<b>Description</b>
23/0194/TCA	Beech tree – Fergus sylvatica – crown; Ash Trees Surgery, Market Street, Carnforth LA5 9JU <b>Recommend: Support planning application in principal</b>
23/01248/FUL	Erection of a dwelling and associated access; 66 Kellet Road, Carnforth LA5 9LP <b>Recommend: Support planning application in principal</b>
23/01315/FUL	Demolition of existing rear conservatory, erection of a single storey side/rear extension and conversion of existing garage into ancillary living accommodation; 20 Haws Avenue, Carnforth LA5 9DH <b>Recommend: Support planning application in principal</b>
23/01354/FUL	Erection of building for manufacturing, distribution and office and associated infrastructure; Land to the West of Oakwood Way, Carnforth Business Park, Kellet Road, Carnforth <b>Recommend: Support planning application in principal</b>
<b>Traffic Regulation Orders:</b>	
No traffic regulation orders to consider	

**It was RESOLVED that the recommendations of the Town Development & Planning Committee be considered by Carnforth Town Council.**

- 23117 Budgets:** The Town Clerk presented the budget monitoring report as at Month 8 (ended 30<sup>th</sup> November) for the Cost centres managed by this Committee. There had been no change from the previous month with an 82% (£3,942) underspend against the budget allocated to this committee. There were no additional plans for consideration in the draft budget of the 2024 / 2025 in addition to the D-Day 80 celebrations and the 100<sup>th</sup> anniversary of the unveiling of the cenotaph in the War Memorial Gardens, already proposed and incorporated in the draft budget.
- It was then **RESOLVED that the budget monitoring for 2023 / 2024 and plans and arrangements for the 2024 / 2025 budget be noted.**

**23118** **Armed Forces Covenant:** Councillor Laurence presented a proposal for an Armed Forces Covenant. The Armed Forces Covenant is a pledge to acknowledge and understand that those who serve or have served in the Armed Forces, and their families, should be treated with fairness and respect in the communities, economy, and society they serve with their lives.

By adopting the Armed Forces Covenant as a local authority, Carnforth Town Council, can support the Armed Forces community and the Covenant in a range of ways where Forces veterans might ' *face disadvantages compared to the general population, arising from Service life, such as being unable to access certain services while serving overseas*'.

It was suggested that this would be another good opportunity to work with Lancaster City Council, local National Health Service providers and schools

The simple process for signing up to the Armed Forces Covenant was explained and Councillor proposed that he be Carnforth Town Council's Armed Forces Champion, being an opportunity to utilize his extensive knowledge as a veteran himself.

A draft version of the Carnforth Armed Forces Covenant along with some suggestions for pledges including: *Communications, engagement, and outreach; Health and healthcare and Civic responsibilities.*

After some discussion, including an acknowledgement that Carnforth Town Council already does much, informally, to support veterans it was **RESOLVED that Carnforth Town Council be recommended to sign up to the Armed Forces Covenant and related services and that Council Ian Laurence be designated at the Council's Armed Forces Champion.**

**23119** **Town Development:** The committee considered the following events, updates and opportunities:

1) **Carnforth Fringe:** Councillor Smith provided an update on meetings held to discuss branding and promotion of the 2024 Fringe building on the project mandate previously approved by Carnforth Town Council.

It was confirmed that the event would run on the second and third Saturday's in July -- one organized by Carnforth Town Council and the other by Carnforth Chamber of Trade. There may be a variety of smaller events during the week in-between subject to the right level of support and interest.

Given other events being planned, Councillors were in support of dropping the 'Big Lunch' event from the calendar of events in 2024.

Councillor Smith requested funds for re-usable banners to be designed and printed for the 2024 Carnforth Fringe. **ACTION: Update be noted and proposed expenditure on banners be approved subject to a suitable design in due course.**

2) **D-Day 80:** The Town Clerk presented the official D-Day 80 celebrations guidance to be held on 6th June 2024. The event involves the lighting of a Beacon at 9:15pm and the reading of 'The Nation's Tribute' and '*..to give thanks to eighty years of peace and freedom*'. To take part, formal registration must be made by 30<sup>th</sup> May 2024.

Councillors were reminded that the Town Council has a gas-powered beacon that was used for the Queen's Platinum Jubilee. **ACTION: Town Clerk to formally register Carnforth Town Council's interest in this event and that plans going forward be led by Councillors Laurence and Richmond.**

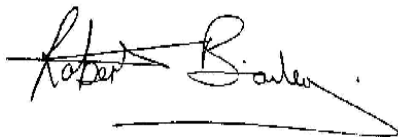
3) **War Memorial Gardens – Centenary 2024:** Councillors Laurence reported that the next meeting of the working group has been scheduled in the coming week. From January 2024, monthly meetings will be held to take the plans forward.

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

**23120 Public Highways & Open Spaces:** It was again reported that the road markings at Crag Bank roundabout are in need of being re-painted. **ACTION: Town Clerk to again raise with Lancashire County Council.**

After some comments, it was **RESOLVED that the update be noted with any progress being reported to the next Committee meeting.**

**23121 Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 8<sup>th</sup> January 2023 at 5:30pm**. The meeting closed at 6:20pm



Town Clerk and Responsible Financial Officer



# PROPERTY & ENVIRONMENT COMMITTEE

## Draft Minutes of the meeting held on Tuesday 5<sup>th</sup> December 2023 at 5:30pm

**Present:** Councillors Richmond (Chair); Hanna, Laurence and Parker.

**In attendance:** Bob Bailey, Town Clerk & RFO; Rik Marsden, Facilities Manager and Simon Jobling, Outdoor Maintenance Officer

**23124 Apologies:** Apologies were received from Councillors Bromilow and Grisenthwaite (Town Mayor)

**23125 Declaration on interests and dispensations:** There were no declarations of interest relating to items on the agenda

**23126 Urgent Business:** The following matters were reported for information:

- 1) **Building Survey:** The Town Clerk informed Councillors that following a meeting with Architects at Crag Bank Village Hall a building and mechanical and engineering survey is being commissioned. Councillors were reminded that budget provision had been made for this work to be carried out to inform plans for the long-term future of the building and its amenities and to support future funding opportunities.
- 2) **Website:** The Town Clerk also advised that there had been recent problems with the Town Council's website which, in his opinion, is no longer fit for purpose. It was reported that in line with agreed process a Project Mandate on a proposed replacement will be submitted to the Finance and Governance Committee for consideration.

**23127 Minutes:** It was **RESOLVED that Minutes of meeting held on Tuesday 7<sup>th</sup> November 2023 be approved.**

**23128 Public participation and information only updates:** There were no members of the public present.

**Actions & Updates:** Contractors working on the building where the Market Street Clock is located have removed the scaffolding meaning that an alternative solution for gaining access to the clock will need to be sought. **ACTION: Town Clerk to make enquiries on the cost of hiring scaffolding or a scissor lift to carry out the required work.**

The Town Clerk advised that a request that Carnforth Town Council considers taking on the maintenance of planter beds and trees on Ashtrees Way. The request had been made by shop proprietors who are seeking an alternative to their current contract for this work. Councillors have previously been informed that a management agency employed by Booths Ltd have already contacted the Town Council with a similar suggestion and that further information and a clear proposal had been requested so that Councillors can make an informed decision.

There followed a short discussion on the Council's current capacity to deliver this service and any potential fee should the work be undertaken by Carnforth Town Council.

**ACTION: Further consideration be given once a formal specification and a proposed fee for undertaking this work is received.**

**23129 Carnforth (Highfield) Allotments:** The Town Clerk reported that LESS Lancaster have requested to visit Highfield Allotments. As previously reported, LESS have been commissioned by Lancaster City Council to undertake a detailed review of all allotments in the district. It was reported that the review will consider issues such as biodiversity; access and facilities on site; security; contact with other sites; number of plots and rental costs.

At the end of the review a district-wide report will be produced making recommendations for improvement and signposting to additional support and guidance. LESS are expected to contact the Town Clerk in the coming week to arrange a visit to the site.

The Town Clerk advised that in a continuing effort to reduce the rat problem all allotment holders and residents close to the site have been requested to stop feeding the birds as this is exacerbating the problem. The Town Clerk will be meeting with officers from Lancaster City Council in the coming week and will raise other outstanding matters with them.

It was then **RESOLVED that the update be noted and that details of the allotments review be shared with plot holders at Carnforth Highfield Allotments.**

**23130 Environment & Public Realm:** It was reported that all planters and plant beds maintained by Carnforth Town Council had been weeded and re-planted ready for the Winter.

The picnic table for Alexandra Park and the bench for the Pat Woof Memorial garden had been delivered and installed.

Outstanding and planned works in the coming weeks were outlined.

It was then **RESOLVED that the reports and updates be noted.**

**23131 Civic Hall:** The Facilities Manager and Town Clerk reported on the recent use of the building. It was reported that bookings remain relatively low. Councillors recognise that the main issue is the lack of parking space but accept that more could be done to promote its facilities, especially since the bar had been installed in the meeting room. Suggestions were made to increase footfall, including encouraging groups associated with health and wellbeing, support and advice forums etc.

It was reported that the bar had already generated some interest and additional income. To extend the current offer the Facilities Manager requested the purchase of a draft beer keg machine and a number of folding tables for the meeting room / bar area.

After some discussion, it was **RESOLVED that the update be noted and that the Town Clerk be authorised to purchase one draft beer keg machine and a keg of alcohol from the Committees budget. A decision on purchase of occasional folding tables was deferred.**

**23132 Crag Bank Village Hall:** The Town Clerk was pleased to report that the insurance company had agreed to cover costs recently incurred from water ingress into the building and subsequent repairs to the flue and heating system.

Unfortunately, the problems persist and the Town Clerk has contacted the heating engineer to investigate further. Both the Town Clerk and the Administrative Officer have kept users informed of the ongoing issues and are dealing with their expectations and concerns.

After some comments, including a further endorsement of the work undertaken by the Town Mayor to commission a full building survey, it was **RESOLVED that the updates and actions taken by staff be noted and supported.**

**23133 Removal of bins:** The Town Clerk reminded Councillors that several months ago Carnforth Town Council had been informed by the Canal & Rivers Trust (CRT) of their intention to remove three bins from the canal towpath that they are responsible for. CRT enquired as to whether the Council would consider taking ownership of the bins and be responsible for their ongoing maintenance and waste collection.

As requested at the time, the Town Clerk asked for more details of the financial and resource implications so that an informed decision could be made. This information was only provided after the Town Council chased it up with CRT in mid-November when the Council determined that it currently does not have the resources or capacity to take these on. All three bins were subsequently removed in early December.

The Town Clerk reported that there had been much comment on this issue on social media and that, following consultation with the Town Mayor, a statement from Carnforth Town Council has been issued setting out the reasons for the bins being removed. The statement explained that the Town Council is in negotiations with both Lancaster City Council and CRT to find a solution and made an appeal for anyone using the stretch of the canal close to the Canal Turn to take litter home or to use other litter bins along the canal side.

After some discussion it was **RESOLVED that the actions taken be endorsed and that work continues to try and find a suitable solution to the problem.**

**23134 Wireless camera system:** The Town Clerk presented a brochure received from a company providing 'rapid deployable wireless cameras'.

The Committee considered the need for such cameras and the functionality and cost of those being offered. There was some discussion about the benefits of these systems, the perceived need and cost.

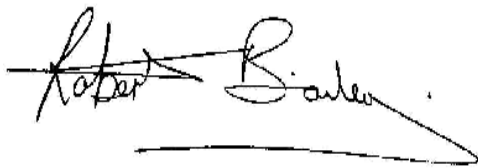
It was then **RECOMMENDED that Carnforth Town Council declines to purchase these, or similar systems at this time.**

**23135 Budget:** The Town Clerk reported on the budget position as at Month 8 for budgets headings under the responsibility of the Project & Environment Committee.

It was noted that 21% (£1,422) of the Committees budget remains. This included the cost of making the bar at the Civic Hall which has been built by the Facilities Manager, at a 1/5<sup>th</sup> of the cost of the original quotes received.

It was then **RESOLVED that the budget update be noted**

**23136 Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 9<sup>th</sup> January 2024 at 5:30pm.** The meeting closed at 6:25pm

A handwritten signature in black ink, appearing to read 'Robert B. Bailey'. The signature is written in a cursive style with a long horizontal stroke extending to the right.

Town Clerk and Responsible Finance Officer

# FINANCE & GOVERNANCE COMMITTEE

## Draft Minutes of the meeting held on Wednesday 13<sup>th</sup> December 2023

**Present:** Councillor Jones (Chair); Bromilow (part); Grisenthwaite and Roe

**In attendance:** Bob Bailey, Town Clerk & Responsible Finance Officer

<b>23131</b>	<b>Apologies:</b> Apologies were received from Councillors Hanna and Smith. It was reported that Councillor Smith has requested to move to another committee due to other commitments.
<b>23132</b>	<b>Declaration of interests and dispensations:</b> There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.
<b>23133</b>	<b>Urgent Business:</b> The Town Mayor, Councillor Grisenthwaite presented a paper setting out the current situation and the challenges facing Carnforth Town Council's main assets, namely: Carnforth Civic Hall; Crag Bank Village Hall and the Council offices and concluding that: <i>'The Council needs a planned capital budget strategy in order to mitigate against having to face the impact of sudden crippling costs in the next few years.'</i>  After much discussion, it was <b>RECOMMENDED that, as a priority, Carnforth Town Council establishes a Working Group to draw up a capital programme strategy for the next three financial years. The timescale for the work should be short and the terms of reference focused and concise. The Working Group will need to assess the options relating to each site before presenting their findings to Council in March.</b>
<b>23134</b>	<b>Minutes:</b> It was <b>RESOLVED that the Minutes of the meeting held on Wednesday 8<sup>th</sup> November 2023 be approved.</b>
<b>23135</b>	<b>Actions &amp; Updates:</b> The Town Clerk reported that any relevant actions and updates would be considered under the meeting agenda.
<b>23136</b>	<b>Payments List:</b> The Town Clerk presented a list of payments awaiting authorisation.  It was <b>RESOLVED that all payments list be recommended to Carnforth Town Council for approval.</b>
<b>23137</b>	<b>Budget Monitoring &amp; Bank Reconciliation:</b> The Committee considered the following reports:  1) <b>Bank Reconciliation:</b> Councillors considered the <i>Bank Reconciliation Report</i> as at 30 <sup>th</sup> November 2023 (Month 8). Reconciled balances as at that date were £71,816.  2) <b>Summary Report:</b> Councillors also considered the detailed <i>Summary Report of Receipts and Payments</i> as at 30 <sup>th</sup> November 2023.  Attention was drawn to budget headings where there are significant variances between planned and actual income and expenditure to date. With four months of the year remaining 63.9% of the approved budget has been spent.

Current balances suggest a much reduced carry forward at the end of this year, compared to last.

After some comments, it was **RESOLVED that financial reports as at 30<sup>th</sup> November 2023 be noted.**

**23138 Project Mandate:** The Town Clerk presented a detailed project mandate setting out an overview, financial information, objectives, risks and benefits associated with replacing Carnforth Town Council's website which is no longer fit for purpose.

An analysis of ten potential providers for developing, hosting and supporting a new website were presented.

After some discussion, it was **RECOMMENDED that Carnforth Town Council approves a shortlist of three potential providers and that they be invited to present their solution to a panel of Councillors during the last quarter of the financial year.**

**23139 Draft Budget 2024 / 2025 & Precept:** The Committee again considered the draft budget and precept for 2024 / 2025 and in light of the proposal set out in the Capital Strategy (see Urgent Business).

Taking this into account together with budgets where savings could be made or income generated, the net expenditure to deliver all the Town Council's services and plans in 2024/2025 now amounts to £197,264 (£101,275 in 2023/2024). Calculated on the Parish Tax Base received from Lancaster City Council, this would represent a weekly cost of £2.17 per week for a Band D property.

After some discussion it was **RESOLVED that, subject to approval of the Capital Programme Strategy and any other budget suggestions, a final version of the draft budget and precept for 2024 / 2025 be presented to full Council in January 2024 for detailed consideration and approval.**

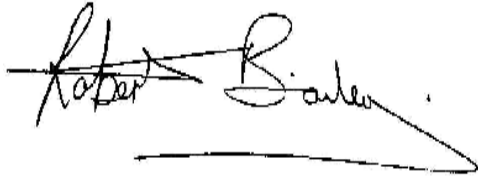
**23140 Sponsorship Policy:** Councillors have previously discussed the possibility of seeking sponsorship for the delivery of its services. With this in mind, the Town Clerk presented a draft policy defining what sponsorship means in the context of a public body and the terms upon which sponsorship may be sought. The policy sets out the general principle and objectives for sponsorship as well as guidance on procedure.

Councillors were in agreement that there is a need for such a policy to safeguard public money, individual officers and Councillors and the Council as a whole.

There was also an acknowledgment that proposed sponsorship arrangements must be led by Councillors with support from the Town Clerk.

After some discussion, it was **RESOLVED that the draft Sponsorship Policy be recommended for approval by Carnforth Town Council.**

<b>23141</b>	<b>Community Benefit Fund:</b> There were no applications to consider.
<b>23142</b>	<b>Items for next Agenda:</b> Budget plans and precept for 2024 / 2025 informed by the decision of Carnforth Town Council on a Capital Programme Strategy and any other suggested savings, service reduction or proposals for income generation.
<b>23143</b>	<b>Date of next meeting:</b> The next scheduled meeting of Finance & Governance Committee is <b>Wednesday, 10<sup>th</sup> January 2024 at 5:30pm.</b> The meeting closed at 6:40pm.

A handwritten signature in black ink, appearing to read 'Robert B. Bailey'. The signature is written in a cursive style with a long horizontal stroke extending to the right.

Town Clerk & Responsible Financial Officer

# **Carnforth Town Council**

## **A Capital Strategy 2024 to 2027**

Carnforth Town Council's three main assets are its Civic Hall, Crag Bank Village Hall and the Council office in Market Street. As we all know, the two halls are both in need of considerable overhaul, particularly with regard to their heating systems and the cost of undertaking the work is beyond the means available in our current revenue budget. Whilst we occupy the Council office for free, it is cramped and not suited to public meetings. Finding a suitable alternative will require investment, investment that the Council does not currently have at its disposal. The Council needs a planned capital budget strategy in order to mitigate against having to face the impact of sudden crippling costs in the next few years.

### **The current situation**

#### Carnforth Civic Hall

The Civic Hall was built as a military drill hall almost a century ago. It was bought from the Ministry of Defence by the former Carnforth Urban District Council in 1965 for £5000. It has an antiquated oil-fired heating system which needs urgent replacement and a number of other internal features, such as the kitchen, that would benefit from refurbishment. Aside from these features, perhaps the Civic Hall's biggest disadvantage is its lack of a car park, a factor that will require some ingenuity to resolve.

#### Crag Bank Village Hall

Built primarily as an industrial unit in the mid-1980s, the Hall was managed by a body of trustees until 2021 when the Town Council assumed responsibility for it. It has an outdated gas-powered convection heating system that needs replacement, its metal roof and upper walls lack adequate insulation, and its kitchen requires refurbishment. On a positive note, the Hall has a good-sized car park.

#### The Council office

The Council office, situated in one small corner of the former Carnforth Urban District Council building, is something of an oddity. It is occupied for free as part of an unusual arrangement with the long-term leaseholder of the building. Ironically it is the Town Council that owns the freehold of the building, but the leaseholder enjoys a term of 125 years on his lease, with approximately 115 years remaining. As the former home of the Carnforth UDC, the space we occupy owes more to tradition and history than it does to utility. It may be free, but it is cramped and not suited to the



holding of public meetings. Its central location and proximity to public transport is outweighed by a lack of parking spaces.

### **The current financial situation**

For the past three years the **Civic Hall** has consistently failed to meet the income targets set by the Town Council. Covid has obviously been a contributory factor as several regular users have not returned after the lockdown. Most of our income for the Hall derives from the long-term lease we have with the Air Training Corps and it is hoped that the recent acquisition of an alcohol licence will have a positive effect on future income generation. However, the Civic Hall faces greater competition now from other local public venues than it did in 1965 and a number of these alternative venues, such as the new Methodist Church on Kellet Road, can offer off road parking which the Civic Hall lacks.

Since its acquisition by the Town Council, **Crag Bank Village Hall** has met its income targets and is popular with a wide range of groups. Its main user is the Crag Bank Under 5 Nursery Group but the U5s have recently reduced their hours and, depending on the number of children they enrol for the coming year, they may seek a further reduction.

It is likely that expenditure on energy, utilities and maintenance will increase significantly in the next few years and that without substantial investment in both Halls, income will decrease as user groups seek alternative, better equipped venues.

### **Next Steps**

Carnforth Town Council's annual revenue budget (£100,000 in 2023/24) is insufficient to inject the levels of investment necessary to refurbish and improve its two public Halls. External funding either in the form of loans or grants will be a necessity but it is vital that the Council makes a clear decision about what its long-term priorities are in relation to these buildings. Let's examine the pros and cons of investment or dis-investment in all three Council owned buildings.

#### Crag Bank Village Hall

This is the most modern of the three buildings and the one that offers the greatest opportunity for refurbishment **and** a return on any investment.

**Pros:** The Hall has adequate space to cope with a range of different uses (from sports and recreation to functions and meetings) and has a sizeable car park. It has the potential to generate more income if the facilities and services are modernised.

**Cons:** The Hall's structure may require substantial investment to bring its wall and roof insulation up to modern standards. It is managed remotely with public use being

controlled by an online booking and entry system. It lacks the centrality of the Civic Hall.

**Options: 1** Undertake a professional feasibility study of CBVH (a) to determine what opportunities there are to modernise it (b) to identify the costs of modernisation and (c) to produce a long-term maintenance programme for the building. **2** Create a separate capital programme budget from an increased precept while managing risks and meeting contingencies as they arise.

### Civic Hall

The Civic Hall is showing its age and although it is well maintained, it needs significant upgrading.

**Pros:** The Hall is centrally located and easily accessible by pedestrians and public transport users. It also has an on-site manager.

**Cons:** The opportunity to increase the attractiveness of the Hall to a wider range of users is limited by the fact that site upon which the building stands is tightly constrained with no space to expand. The lack of external space prevents the creation of a car park, an essential feature of almost all modern public halls. Built as a military drill hall, the main room has poor acoustics limiting its versatility.

**Options: 1** Revisit the building study commissioned in 2019 in order to identify, reassess and re-cost the range of options for improvements within the building. **2** Contact the Governors of Christ Church School/ Diocese of Blackburn to enquire about the possibility of acquiring land to rear of the Civic Hall for use as a car park. **3** Create a separate capital programme budget from an increased precept while managing risks and meeting contingencies as they arise.

### Council Office

As previously stated, the Council office is a conundrum.

**Pros:** Our occupation of the Council office costs the Town Council nothing as our costs are met under the terms of the arrangement with the long-term lease holder. The Council also owns the freehold of the entire building.

**Cons:** The space we occupy is adequate for day-to-day office use but is unsuited to public meetings of any size.

**Options: 1** Commission a professional valuation of the freehold of the building with a view to realising a capital receipt for its sale. **2** At the same time, explore acquiring alternative, more suitable accommodation in Carnforth.

### **Conclusion**

Given the scale of the problems facing the Town Council with its current building stock, it is clear that it would not be possible to tackle all of the issues at the same time. A phased approach identifying a graduated scale of priorities should therefore

be adopted as our long-term capital programme. We could decide to tackle key services (e.g. heating systems) or facilities (e.g. kitchens) initially or to concentrate on individual buildings as a top priority. Whatever the choice, external funding will be needed and the search for funding will require the production of a detailed project plan with detailed itemised costs that also sets out the public benefits of the project.

**Recommendation: As a priority** Carnforth Town Council should establish a Working Group to draw up a capital programme strategy for the next three financial years. The timescale for the work should be short and the terms of reference focused and concise. The Working Group will need to assess the options relating to each site before presenting their findings to Council in March.

**Jim Grisenthwaite**

**1 December 2023**

## **CARNFORTH TOWN COUNCIL - SPONSORSHIP POLICY (DRAFT)**

### **1. Policy**

- 1.1. This policy sets out our definition of sponsorship and the terms upon which sponsorship may be both sought and accepted by Carnforth Town Council (the Council).
- 1.2. For the purposes of this policy, sponsorship is defined as: "an agreement between the Carnforth Town Council and the sponsor, where the Council receives either money or a benefit in kind for an event, campaign or initiative from an organisation which in turn gains publicity or other benefits.'

### **2. Objectives**

- 2.1. To ensure the Council's position and reputation is adequately protected in sponsorship agreements.
- 2.2. To ensure that the Council adopts a fair, consistent and professional approach towards sponsorship
- 2.3. To ensure best value is obtained and provided in sponsorship arrangements, including any arrangements made where the Council receives either money or benefits in kind.
- 2.4. To protect Councillors and individual officers from allegations of inappropriate dealings or relationships with sponsors.

### **3. General Principle**

- 3.1. The Council will actively seek opportunities to work with both local and national organisations by identifying sponsorship opportunities of mutual benefit and which are in keeping with our strategic direction and core values.
- 3.2. The Council welcomes opportunities to work in such partnerships but will not put itself in a position where it might be said that such a partnership has, or might have or may be thought to have:
  - a) Influenced the Council or its officers in carrying out its statutory functions in order to gain favourable terms from the Council in any business or other agreement;
  - b) Aligned the Council with any organisation which conducts itself in a manner which conflicts with our values.
- 3.3. The Council will not consider agreements for sponsorship from:
  - a) Organisations not complying with the Code of Practice of the Advertising Standards Authority;

- b) Organisations in financial, planning, legal or other conflict or dispute with the Council;
  - c) Organisations with a political purpose, including pressure groups and trade unions;
  - d) Organisations involved in the promotion of any activity that is unlawful under Equality and Diversity legislation;
  - e) Organisations with any record of unlawful activity either in the past or currently in the judicial system;
  - f) Organisations involved in gambling or the production and sale of weaponry including firearms;
  - g) Manufacturers of tobacco, alcohol or pornography.
- 3.4. The above list is not exhaustive and the Council retains the right to decline sponsorship from any organisation or individual or in respect of particular products which it consider inappropriate.
- 3.5. The Council will agree with the sponsor the nature and content of the publicity and will retain the right to approve all advertising material.
- 3.6. The Council may accept sponsorship from Councillors and Officers, and organisations for which they work or are involved with but the Council's Code of Conduct will apply and any individual involved will not take part in discussions or the decision making process.

### **Procedures for Sponsorship**

Before seeking sponsorship, the Town Clerk & Responsible Finance Officer will consider this policy document and follow the guidelines provided.

All regular sponsorship opportunities under £500 shall be approved by the relevant Committee or the Finance and Governance Committee and acted on by the Town Clerk & Responsible Finance Officer.

All sponsor bids over £500 shall be approved by the Full Town Council and acted on by the Town Clerk & Responsible Finance Officer.

Before agreeing to any sponsorship opportunity all financial costs must be identified including the sponsorship equivalent value of any sponsorship in kind.

## **Disclaimer**

Acceptance of sponsorship does not imply endorsement of products or services by the Council.

The Council provides no guarantee to the sponsor as to the success or otherwise of any publicity or other sponsorship opportunities. No refunds will be provided by the Council in these circumstances.

## **Conflict of interest**

Council officers and Councillors are required to declare in advance if they have any personal interests, involvement or conflicts of interest and will take no part in the consideration of sponsorship with that particular organisation.

**Robert Bailey, Town Clerk & RFO 7<sup>th</sup> December 2023**

**Carnforth Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
293	23/11/2023		Unity Trust - Current	BACS	Grounds Maintenance	Travis Perkins	S	9.22	1.84	11.06
293	23/11/2023		Unity Trust - Current	BACS	Grounds Maintenance	Travis Perkins	S	9.80	1.96	11.76
										<b>22.82</b>
294	24/11/2023		Unity Trust - Current	BACS	Gifts & Donations	Carnforth Town Council	Z	100.00		100.00
										<b>100.00</b>
297	30/11/2023		Unity Trust - Current	BACS	Salaries & Expenses	Carnforth Town Council	Z	139.15		139.15
297	30/11/2023		Unity Trust - Current	BACS	Salaries & Expenses	Carnforth Town Council	Z	1,874.57		1,874.57
										<b>2,013.72</b>
301	04/12/2023		Unity Trust - Current	BACS	Public Address	William Towers	Z	200.00		200.00
										<b>200.00</b>
315	07/12/2023		Unity Trust - Current	BACS	Film hire	Eden Arts	S	105.00	21.00	126.00
										<b>126.00</b>
317	13/12/2023		Unity Trust - Current	BACS	Boiler Service	RE Salt & Co	S	77.50	15.50	93.00
										<b>93.00</b>
318	15/12/2023		Unity Trust - Current	BACS	Bar Stock	Bookers Ltd	S	41.42	8.28	49.70
										<b>49.70</b>
<b>Total</b>								<b>2,556.66</b>	<b>48.58</b>	<b>2,605.24</b>

Prepared by: \_\_\_\_\_  
Name and Role

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Name and Role

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Name and Role

Date: \_\_\_\_\_