

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 18<sup>th</sup> October 2023 at Carnforth Civic Hall – Meeting Room, 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 18<sup>th</sup> OCTOBER 2023 at 6:30pm at**

**CARNFORTH CIVIC HALL – MEETING ROOM**

- 23110. Apologies:** To receive apologies
- 23111. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 23112. Urgent Business:** To consider matters of urgent business
- 23113. Minutes:** To consider Minutes of the meeting held on 20<sup>th</sup> September 2023
- 23114. 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) Reports of Ward & County Councillors & Neighbourhood Policing Partnerships Officer
  - 4) Reports from outside bodies
- 23115. 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>

<b>Application No:</b>	<b>Description</b>
23/00883/FUL	Demolition of existing stable block and of a detached two-storey garage with annex over – Rig Lea, Netherbeck, Carnforth, LA6 1AA

- 23116. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 23117. Carnforth Community Awards:** To consider proposal from the Chamber of Trade (see attached)
- 23118. Town Development & Planning Committee:** To consider report of committee meeting held on 2<sup>nd</sup> October 2023 (See Agenda Pack)
- 23119. Property & Environment Committee:** To consider report of Committee meeting held on Tuesday 3<sup>rd</sup> October 2023 (To follow)
- 23120. Finance & Governance Committee:** To consider report of Committee meetings held on Wednesday 11<sup>th</sup> October 2023 (To follow)



# Carnforth Town Council

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

- 23121. Payments for Authorisation:** To consider for approval payments awaiting authorisation  
(See Agenda Pack)
- 23122. Correspondence:** To consider correspondence received since the last meeting (To follow)
- 23123. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 23124. Date of next meeting:** Wednesday 15<sup>th</sup> November 2023 at 6:30pm

A handwritten signature in black ink, appearing to read "Robert Bailey". The signature is written in a cursive style and is positioned above a horizontal line.

**Town Clerk & Responsible Finance Officer**

**13 October 2023**

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



# Carnforth Town Council

## Minutes of meeting held on 20<sup>th</sup> September 2023 at 6:30pm at Carnforth Council Offices

**Present:** Councillors Grisenthwaite (Town Mayor); Jones; Bromilow; Paula Gardner; Laurence; Richmond; Roe and Turner. Councillor Parker joined the meeting electronically.

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

**23093 Apologies:** Apologies were received and accepted from Councillors, Paul Gardner, Hanna, Smith and Parker and County Councillor Williamson. All reasons for apologies given by Town Councillors were accepted.

**23094 Declaration on interests and dispensations:** There were no declarations of interest or dispensations directly relating to matters on the agenda.

**23095 Urgent Business:** Councillor Grisenthwaite commented that following the withdrawal of the proposed development in Bailrigg the Lancaster & District Local Plan would be subject to review as Lancaster City Council will need to identify alternative locations to meet its statutory requirements for new build properties. It was noted that the Carnforth Neighbourhood Plan is also likely to need a review as a result.

Councillor Grisenthwaite reminded Councillors of the scheduled Leadership & Development day and outlined the content. All Councillors were encouraged to attend.

**23096 Minutes:** Subject to a minor amendment, it was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 19<sup>th</sup> July 2023 be approved.**

**23097 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, including an interesting and informative invitation to an open day for Town / Parish Council Mayors by North West Air Ambulance Service and, representing the Council on the recent Carnforth Twinning Association visit to Sailly-sur-la-lys. The Town Clerk, who had also visited, outlined the activities undertaken and his views on the benefits associated with the Town's association with Sailly. In response to a question, it was confirmed that the visit had not been funded by Carnforth Town Council. Councillor Paula Gardner provided an update on the Highfield Park event. Councillor Laurence had represented Carnforth Town Council at the recent Battle of Britain Service. Councillor Bromilow has been volunteering at the Vaccination Centre and, acting with trustees of a local charity, overseen the award of grants to local primary schools for musical equipment and to the project being led by the Friends of Carnforth Canal Park.



# Carnforth Town Council

Councillor Roe has been assisting the Outdoor Maintenance Officer and Councillor Turner commented on a recent 'open' meeting with Carnforth (Highfield) Allotment holders, which had been very positive and proactive for everyone involved, with a clear way forward being agreed.

- 3) **Reports of Ward & County Councillors:** Ward Councillors Belcher commented and provided updates on planning applications currently under consideration by Lancaster City Council that effect Carnforth and its surrounding area.
- She also reported on a City Councillors briefing on the proposal to revoke Carnforth (and Galgate) Air Quality Management Areas (AQMAs).
- 4) **Reports from outside bodies:** Councillor Jones commented on the Annual general Meeting of the Carnforth Carnival Committee and their plans for the 2024 Carnival.
- Councillor Laurence reported on the recent activities and plans of the Friends of Carnforth Canal Park and the last meeting of the Chamber of Trade who are planning a Business Expo, Christmas Switch on and a community award scheme.
- Councillor Paula Gardner reported that she had met with representatives from Carnforth Rotary and Carnforth Inner Wheel.
- The Town Mayor, reported on the Quarry Liaison Group meeting including a consultation commencing in November on an extension to the Quarry.

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

**23098 Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

<b>Application No:</b>	<b>Description</b>
23/0123/TPO	Fell Sycamore trees – 152 Lancaster Road, Carnforth LA5 9EE <b>Recommendation: Support planning application in principal</b>
23/00699/FUL	Amended: Relevant demolition of Church and erection of two storey building comprising of 9 apartments and bin store with associated garden areas and landscaping – Pentecostal Church, Hunter Street, Carnforth LA5 9BP <b>Recommendation: Object to the planning application</b>
23/00872/FUL	Change of use from living accommodation to hotel and alterations to shop front windows and doors – 3-7 New Street Carnforth, LA5 9BX <b>Recommendation: Object to the planning application</b>



# Carnforth Town Council

Application No:	Description
23/00875/FUL	Change of use from retail store to hot food takeaway and installation of flue to rear elevations – 31 Market Street, Carnforth, LA5 9JX <b>Recommendation: Object to the planning application</b>

Councillors considered and commented on the above planning applications and the recommendations made by the Town Development & Planning Committee.

It was then **RESOLVED that the recommendations of the Town Development and Planning Committee be approved.**

**23099 Planning Authority Decisions:** Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered. Three planning applications are awaiting decision, two have been permitted and one (Planning application 23/00699/FUL) has been withdrawn.

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

**23100 Carnforth Air Quality Management Areas (AQMA):** It was reported that Lancaster City Council is proposing to revoke the Air Quality Management Areas covering the areas around the main centre crossroads in Galgate and Carnforth.

Initially, information on the proposals and an online consultation survey had been published with a deadline on 18<sup>th</sup> October, but this has now been postponed to allow for a briefing to be presented to Ward and Town Councillors at a date to be confirmed..

After some comments, it was **RESOLVED that the update be noted and that Councillors be informed on the briefing in due course.**

**23101 Town Development & Planning Committee:** Councillor Laurence reported on the recommendations and actions arising from the meeting of the Town Development & Planning Committee held on 11<sup>th</sup> September 2023, including:

- 1) Proposed revocation of Carnforth as a designated Air Quality Management Area (AQMA);
- 2) Advice from the Council's Solicitor on responsibility for the Market Street Clock;
- 3) Planning applications;
- 4) Arrangements for Remembrance Sunday;
- 5) Support for establishing a Friends of Highfield Play Area group;
- 6) Carnforth Fringe 2024;
- 7) 100<sup>th</sup> anniversary of the War Memorial Gardens and Cenotaph;



# Carnforth Town Council

8) Award of Citizen of Merit certificates following the clean-up at Back New Street.

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

**23102 Carnforth Fringe:** It was reported that there was a proposal to build on the 2023 Fringe in 2024 with an extended event in collaboration with Morecambe Fringe and the Chamber of Trade. Councillors broadly discussed the risks and benefits associated with the proposal. It was then **RESOLVED that the rationale behind the project be developed into a detailed project / business plan for more detailed consideration as part of the budget process for 2024 / 2025.**

**23103 Property & Environment Committee:** Councillor Bromilow reported on the recommendations and actions arising from the meeting of the Property & Environment Committee held on 5<sup>th</sup> September 2023, including:

- 1) Revised agreement for fire and security services and a refund to Carnforth Town Council;
- 2) Actions arising from the recent 'Love Highfield' event;
- 3) Back New Street clean up and invitation to local residents / community groups to suggest further locations;
- 4) Ongoing discussions on major projects to upgrade the heating systems and other potential capital works at both Carnforth Civic Hall and Crag Bank Village Hall;
- 5) Weeding contract between Lancashire County Council and Morecambe Town Council;
- 6) Carnforth Highfield Allotments;
- 7) Environmental and public realm matters and updates;
- 8) Actions arising following a Premises Licence being awarded to Carnforth Civic Hall;
- 9) Crag Bank Village Hall bookings and delegated action taken to reinstate the WIFI connection and arrange for urgent repairs to the heating system.

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

**23104 Finance & Governance Committee:** Councillor Jones reported on the recommendations and actions arising from the meeting of the Finance & Governance Committee held on 18<sup>th</sup> September 2023, including:

- 1) A recommendation that Carnforth Town Council works in collaboration with Eggcup, Lancaster City Council and Carnforth Integrated Care Community to set up a food club in Carnforth;
- 2) Bank reconciliation and budget monitoring as at 31<sup>st</sup> August 2023 (Month 5);



# Carnforth Town Council

- 3) Audit of the Annual Governance and Accountability Return (AGAR) for year ended 31<sup>st</sup> March 2023; (see also Agenda item 23105)
- 4) A recommendation that Carnforth Town Council continues to promote the Co-wheels Car sharing scheme in the town but withdraws its financial support in 2024/2025;
- 5) A discussion on Government funding (£150 million over 4 years) to support community groups and parish/town councils to '*..take ownership of assets and amenities at risk of being lost*'.
- 6) A recommendation that Carnforth Town Council makes a formal submission for the Town & Parish Council '*Foundation Award*' by the end of the current financial year;

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

**23105 Annual Governance & Accountability Return (AGAR) 2022/2023:** The Town Clerk reported that the external auditor has concluded that Carnforth Town Council's financial management and reporting and governance arrangements for the financial year 2022/2023 were '*...in accordance, with Proper Practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met*'.

Councillors were informed that the Council's accounts had been randomly selected for a more detailed review, involving the submission of additional documentation and further questions by the external auditors. Their conclusion provides a high level of assurance that the Council has sound internal controls in place and provides '*good value for money, good governance and safeguarding if its assets on behalf of the Carnforth community*'.

The Town Clerk advised that legislation now requires the Council to publish a '*Notice of Conclusion of Audit*' by 30<sup>th</sup> September.

After some comments, it was **RESOLVED that the Town Clerk and Finance and Governance Committee be congratulated on their management of the Council's accounts and governance arrangements and that the 'Notice of Conclusion of Audit' be published.**

**23093 Payments for Authorisation:** Councillors considered an updated list of payments awaiting authorisation. It was noted that the Town Mayor had awarded donations to North West Air Ambulance Service and St John's Hospice from his annual budget and allowances.

After some comments it was **RESOLVED that payments as set out be authorised.**

**23094 Correspondence:** Councillors considered correspondence received in the last month.

It was then **RESOLVED that** the correspondence be noted.



# Carnforth Town Council

**23095** **Items for next Agenda:** It was suggested that budget monitoring for 2023 / 2024 and planning for the next three financial years be considered at each Council meeting until formal agreement of the budget and precept in January. A possible review of the Carnforth Neighbourhood Plan to be considered in due course.

**23096** **Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on **Wednesday 18<sup>th</sup> October 2023 at 6:30pm.**

The meeting closed at 7:50pm

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Town Clerk & Responsible Finance Officer

Chair:

Date: 6<sup>th</sup> October 2023

# TOWN DEVELOPMENT & PLANNING COMMITTEE

## Draft Minutes of the meeting held on Monday 2<sup>nd</sup> October 2023

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

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

**23090 Apologies:** Apologies were received from Councillor Paula Gardner and Hanna

**23091 Declaration on interests and dispensations:** There were no declarations of interest or requests for dispensation on items on the agenda.

**23092 Urgent Business:** The Town Clerk reported that following the recent publication of the Carnforth Express the local community had already been submitting their views on the introduction of a resident parking scheme to the Town. Consultation ends on 31<sup>st</sup> October.

**ACTION: Town Clerk to produce a map setting indicating the area that the scheme may cover subject to the public response and a detailed survey undertaken by Lancashire County Council.**

The Town Mayor reported that former Councillor, Malcolm Watkins, has been invited to attend full Council on Wednesday 18<sup>th</sup> October before he moves away from the area.

**23093 Minutes:** It was **RESOLVED that the Minutes of the meeting held on Monday 11<sup>th</sup> September 2023 be accepted.**

**23094 Public participation and information only updates:** There were no members of the public present.

**Actions & Updates:** The Town Mayor reported that Rowland Homes had been contacted about the Council's plans for improvements to the War Memorial Gardens. A response is awaited.

Councillor Roe reported that enquiries had been made regarding the maintenance of the land on Lancaster Road close to Tesco Superstore. A response is awaited.

Councillors Hanna and Richmond and the Town Clerk will be attending a Pre-application Councillor Engagement Forum on Wednesday 4<sup>th</sup> October relating to a proposed housing development in Warton.

**23095 Planning Applications:** There were no planning applications for the committee to consider.

**Temporary Prohibition of Through Traffic:** Shore Road, Warton from its junction with Warton Road for a distance of approximately 300m in a westerly direction. - 0830 hours to 1630 hours until completion Monday 16th October 2023 or until completion of the works within this period

It was **RESOLVED that the Temporary Prohibition of Through Traffic be noted.**

**23096 Budgets:** Councillors were asked to consider budget plans for the next three financial years (2024 – 2027) as part of the strategy to set longer terms plans and objectives.

Their followed a discussion on the recent announcement by the Department for Levelling Up, Housing and Communities on funding available to community groups and parish / town council's to enable them to take ownership of community assets which may have fallen into disrepair or are under the threat of closure. During the discussion about two community assets, currently under-utilised, were identified as potentially benefitting from this opportunity. **ACTION: Town Clerk to share details of the Community Ownership Fund with community groups.**

It was suggested that in 2024 / 2025 plans should include events for D-Day 80 celebrations; 100<sup>th</sup> anniversary of the unveiling of the cenotaph in the War Memorial Gardens and Carnforth Fringe / Big Lunch.

It was then **RESOLVED that Councillors bring forward costed plans/projects as part of the short and longer-term budget planning process.**

**23097 Town Development:** The committee considered the following events, updates and opportunities:

- 1) Remembrance Sunday:** Invitations to community groups and dignitaries have been sent out and a road closure request submitted.
- 2) War Memorial Gardens – Centenary 2024:** Councillors Laurence and Grisenthwaite gave an update on the developing plans for the centenary event and improvements to the War Memorial Gardens. A meeting of the working group has been arranged for Monday 9<sup>th</sup> October.
- 3) Market Street Clock:** The Council's solicitor has drafted a letter to be sent freeholder on the matters relating to the ongoing repairs and maintenance of the Market Street clock. It was noted that work is about to commence on repairs to the roof of the property that the clock is attached to, but that the scaffolding does not enable external repairs to the clock to be undertaken safely.

It was then **RESOLVED that progress on planned events and actions be noted and updates reported back at each committee meeting and that no external repairs be carried out on the Market Street clock until it was safe to do so.**

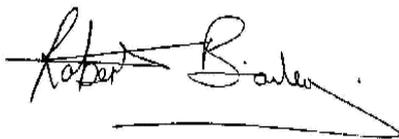
**23098 Public Highways & Open Spaces:** It was reported that Lancashire County Council has received £9.245M from the Department of Transport to carry out 'vital repairs' to the A6070 (formerly the A601(M)). Work is due to start in Spring 2024 and will include repairs to bridges and improvements to surfacing, drainage and landscaping. It is currently forecast that the proposed works will be completed by December 2024.

The recent change made to the position of the 'Stop' line near the junction of Market Street and Scotland Road has significantly helped HGV's turning into Market Street from the A6. The damaged barrier at the corner now needs to be replaced. **ACTION: Town Clerk to contact County Highways**

Following intervention by the local Police Community Support Officers hazardous parking on lower North Road had reduced. Parking on the bridge on Warton Road – from Warton to Carnforth – remains dangerous. **ACTION: Town Clerk to contact Police Community Support Officers**

It was then **RESOLVED that the update be noted with any progress being reported and the next Committee meeting.**

**23099** **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 6<sup>th</sup> November 2023 at 5:00pm**. The meeting closed at 5:45pm



Town Clerk and Responsible Financial Officer