

46 – 48 Market Street
Carnforth
LA5 9LB
Tel: 07828254149
Email: clerk@carnforthtowncouncil.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 21st February 2024 at the Carnforth Offices, Market Street, 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@carnforthtowncouncil.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 21st FEBRUARY 2024 at 6:30pm

- 24017. Apologies:** To receive apologies
- 24018. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 24019. Urgent Business:** To consider matters of urgent business
- 24020. Minutes:** To consider Minutes of the meeting held on 17th January 2023
- 24021. 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 and County Councillors
 - 4) Reports from outside bodies
 - 5) Clerk's report (See agenda pack)
- 24022. 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
21/00899/HYB	Land Between Brewers Barn And The A601(M), North Road, Carnforth, Lancashire, LA5 9LJ - Hybrid Application comprising a full application for the erection of 71 dwellings with associated vehicular access, incorporating a signalised junction, together with pedestrian and cycle access points, associated earthworks, roads, parking and drainage infrastructure and an outline application for the erection of up to 87 dwellings, including public open space provision and associated infrastructure
Traffic Regulation Orders:	
A6070 Carnforth, Lancaster: 50mph Speed Limit; Prohibition of Pedestrians, Equestrians, Cycle and Horse Drawn Vehicles; Prohibition of Stopping	



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Footway linking Redruth Drive to Victoria Street Carnforth: Closure for a period of two months from 27th January 2024

Haws Hill Carnforth: 08:00 on Monday 11th March until 17:00 Tuesday 12th March 2024

- 24023. No. 1 & 2 Station Buildings:** To consider report of Building Inspector (if available)
- 24024. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 24025. Town Development & Planning Committee:** To consider report of committee meeting held on 5th February 2024 (See Agenda Pack)
- 24026. Property & Environment Committee:** To consider report of Committee meeting held on 6th February 2024 (See Agenda Pack)
- 24027. Finance & Governance Committee:** To consider report of Committee meetings held on 14th February 2024 (NOTE – This meeting was cancelled)
- 24028. Payments for Authorisation:** To consider for approval payments awaiting authorisation (See Agenda Pack)
- 24029. Correspondence:** To consider correspondence received since the last meeting (See Agenda Pack)
- 24030. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 24031. Date of next meeting:** Wednesday 20th March 2024 at 6:30pm

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

Town Clerk & Responsible Finance Officer

15 February 2024

Tel: 07828254149 Email: clerk@carnforhtowncouncil.org



Carnforth Town Council

Minutes of meeting held on 17th January 2024 at 6:30pm at Carnforth Civic Hall

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

In attendance: Councillor Louise Belcher (part)

24001 Apologies: Apologies were received from Councillor Bromilow and Jones (unwell) and Councillor Hanna (another commitment) and accepted. Apologies also received from County Councillor Phillippa Willaimson

24002 Declaration of 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.

24003 Urgent Business: Councillor Smith requested that there be a discussion on the latest position with the whereabouts and plans for the Carnforth Station Clock.

On the advice of the Town Clerk, it was **RESOLVED that the issue be discussed at the end of the meeting and that the press and public be excluded in accordance with Schedule 12A to the Local Government Act 1972.** At this point, Councillor Roe, a trustee of the Station Trust, requested and was granted a dispensation to enable him to be in attendance and to comment on discussions relating to this matter.

24004 Minutes: Subject to a minor amendment, it was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 20th December 2023 be approved.**

24005 Adjournment for public discussion and information only updates:

- 1) **Public Discussion:** There were no members of the public in attendance.
- 2) **Councillor & Clerk updates / matters:** The Town Mayor and Councillors reported on a range of actions and activities in the last month including:
 - a) Attendance at community events and the civic funeral of Councillor Paul Gardner;
 - b) Outstanding planning enforcement matters;
 - c) Ongoing issues and action relating to the heating system at Crag Bank Village Hall;
 - d) A pre-planning engagement forum to consider a proposal connected to the Barnfield development site adjacent to the Porsche garage;



Carnforth Town Council

- e) A request to allow allotment holders from around the Lancaster District to visit Carnforth Highfield Allotments and share experiences, and;
- f) The award of web design and hosting to Netwise UK Ltd and a recommendation that Carnforth Town Council changes its domain name to:
carnforthtowncouncil.gov.uk

- 3) **Reports of Ward Councillors:** Ward Councillor Belcher reported on recent planning applications and Lancaster City Council Planning Committee decisions. She also offered her support to any representations relating to 1 and 2 Station Buildings Carnforth. (Councillor Belcher then left the meeting)
- 4) **Reports from outside bodies:** Councillor Parker reported on a recent meeting of the Carnforth Chamber of Trade including details of their Annual Meeting and a planned 'Expo' on 23rd March 2024 at the Royal Station Hotel.

It was then **RESOLVED that reports of Town Councillors, the Town Clerk & Outside Bodies be noted and that Carnforth Town Council approves a gov.uk domain name**

24006 Budget Outturn 2023/24 & Proposed Budget and Precept 2024/2025: The Town Clerk in his role as Responsible Finance Officer presented a report on the outturn for the financial year ending 31st March 2024 and the recommended budget and precept for 2024/2025. The report outlined the work carried out by the Finance & Governance Committee including submissions from other committees and the Town Council's plans for the next financial year and beyond and associated opportunities and risks.

Councillors were asked to note that:

- the proposed precept, whilst representing a significant increase in percentage terms, would mean that for the majority of properties in Carnforth (Bands A – D) the amount payable would be between £1.34 and £2.00 per week; and;
- that in order to keep the tax burden as low as practicable, the proposed Reserves for 2024/2025 represented a risk that there would be insufficient funds available for any significant unforeseen calls on the budget.

The recommendations of the Finance and Governance Committee were:

- a) **Carnforth Town Council considers the draft budget statement and determines whether to make further changes or approve a precept of £182,052 for 2024/2025;**



Carnforth Town Council

- b) A target level for General Reserves of £25,000 is endorsed and that for 2024/2025 all other earmarked reserves are subsumed within this amount;
- c) Subject to a) above the Town Mayor signs the formal demand to Lancaster City Council and that this be submitted by 9th February 2024 for the approved precept for the financial year April 2024 to March 2025;
- d) A communications strategy is developed to support the budget and precept determined by Carnforth Town Council for the financial year 2024/2025, and:
- e) That during 2024 / 2025 the Council develops its approved Capital Strategy and plans for a three-year planned programme

There followed a detailed discussion and Councillors asked several questions.

It was then RESOLVED:

- That the Finance & Governance Committee and Town Clerk be thanked for their work on producing a balanced budget given the many challenges facing the Town Council and the local community, and
- That the opportunities and risks as outlined be noted and that the recommendations of the Finance & Governance Committee be approved in full.

24007 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
	No planning applications to consider
Traffic Regulation Orders:	
	Highfield Road – 12 th January 2024 09:30 to 15:30 to allow telegraph pole renewal works to be carried out
	Borwick Lane, Warton – 25 th January 2024 09:30 to 15:30 to allow telegraph pole replacement works to be carried out

After discussion it was **RESOLVED that the traffic regulation orders be noted.**

24008 No. 1 & 2 Station Buildings: The Town Clerk reported on actions taken following concerns raised by Councillors, residents and local businesses in relation to 1 and 2 Station Buildings, Warton Road following high winds. The nearby Conservative Club had contacted Carnforth Town Council asking for its support in ensuring that these buildings are made safe.



Carnforth Town Council

Councillors were advised that the Lancashire Fire & Rescue Service and Lancaster City Council had been alerted immediately and action taken to remove any immediate dangers.

It is understood that Lancaster City Council is currently working with the owner of 1 Station Buildings.

It was noted that emergency works had been carried out in 2019 to make 2 Station Buildings safe.

After a number of comments it was **RESOLVED that Councillors and the Town Clerk be congratulated on their prompt action and that Lancaster City Council be invited to the next meeting of Carnforth Town Council to provide an update on actions being carried out to make the buildings safe.**

24009 Planning Authority Decisions: Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated by Town Councillors.

Four planning applications are awaiting decision and one had been permitted.

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

24010 Town Development & Planning Committee: Councillor Parker reported on the recommendations, updates and actions arising from the meeting of the Town Development & Planning Committee held on 8th January 2024, including:

- 1) Urgent business relating to dangerous buildings at 1 and 2 Station Buildings, Carnforth;
- 2) Invitation from Lancaster City Council to a pre-engagement forum;
- 3) Consideration of temporary road closures and planning applications;
- 4) Budget monitoring and planning;
- 5) Updates on events planned in 2024 including Carnforth Fringe; D-Day 80 commemorations and War Memorial Centenary;
- 6) Road safety matters.

After some comments. it was **RESOLVED that the report, actions and recommendations of the Town Development & Planning Committee be noted and approved.**



Carnforth Town Council

24011 Property & Environment Committee: Councillor Richmond reported on the recommendations, updates and actions arising from the meeting of the Property & Environment Committee held on 9th January 2024, including:

- 1) Possible provision of scaffolding to carry out works to the Market Street Clock;
- 2) Environmental matters including proposal for the maintenance of trees and planters on Ashtrees Way transferring to Carnforth Town Council;
- 3) Public realm updates;
- 4) Occupancy rates and other performance indicators relating to community assets;
- 5) Ongoing heating problems and update on the feasibility study at Crag Bank Village Hall;
- 6) Budget monitoring and planning

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

24012 Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations, updates and actions arising from the meeting of the Finance & Governance Committee held on 10th January 2024, including:

- 1) Five recommendations to Carnforth Town Council relating to the Budget Outturn 2023/24 & Proposed Budget and Precept 2024/2025 (Agenda item 24006 refers);
- 2) Bank reconciliation and budget monitoring as at 31st December 2024 (Month 9);

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

24013 Payments for Authorisation: Councillors considered an updated list of payments awaiting authorisation.

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

24014 Correspondence: Councillors considered correspondence received in the last month.

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

24015 Items for next Agenda: Any further updates from Lancaster City Council on 1 and 2 Station Buildings, Carnforth



Carnforth Town Council

24016 **Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on **Wednesday 21st February 2024 at 6:30pm at Carnforth Town Council offices.**

The meeting closed at 8:15pm

24017 **Exclusion of Press and Public:** It was **RESOLVED that in accordance with Section 100(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items on business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act**

24018 **Carnforth Station Clock:** Councillor Smith raised several matters relating to the Station Clock that were discussed in some detail.

A handwritten signature in black ink that reads "Robert Bales".

Town Clerk & Responsible Finance Officer

A handwritten signature in black ink that reads "J M Grisenthwaite".

Chair

Date: 17th January 2024

Carnforth Town Council

Meeting Date: 21st February 2024

Agenda Item: 24021 (5)

Report of: Town Clerk & Responsible Finance Officer

Crag Bank Village Hall: After a short respite where it appeared that we had got to the bottom of the heating issues there was a further failure on the morning of Thursday 8th February. It appeared that when the heating was switched to on it tripped the power to almost all of the building, including the heating system itself.

I was informed of the latest problem very early that morning and informed the Crag Bank Under 5's group by 8am so that they could inform parents and alternative arrangements made. The Facilities Manager visited the premises before 8:30am but was unable to get the power back on. The under 5's were given the option to use Carnforth Civic Hall but, as they have done before the offer was declined.

I contacted the gas engineer and electrician before 9am but unfortunately neither could attend that day. Co-incidentally, and as previously planned, the electrician was due to attend the following morning to supply and install a new main consumer unit with surge protection and other work to ensure that all electrical matters can be individually isolated. This work was duly carried out, but did not result in the fan heater working, since it often needs to be reset internally by a trained engineer. The gas engineer was advised but, due to a small operation has, to date, been unable to attend the village hall. He has promised to do so before the Under 5's are due to return on Monday 19th February.

As with previous problems, all users have been informed of the difficulties and advised to either make use of the portable users provided by the Town Council or cancel their booking. I received and responded with explanations to six email and two telephone calls of complaint within 24 hours of the latest incident from parents of toddlers attending the under 5's group. Each have been given the opportunity to make a formal complaint in accordance with the Council's complaints procedure but all have been sufficiently satisfied as to not take this course of action. The nature of the complaints have nevertheless raised concerns in relation to damage to the Town Council's reputation but also the content of some of the emails which have been inflammatory. As such, tentative arrangements have been made to meet with the Under 5's committee and one of the parent's in March.

The commissioned surveys at the building are now well underway and we look forward to receiving a full report at the beginning of April.

The mechanical and electrical survey took place on Tuesday 6th February – given the problems that were encountered and the planned electrical improvements in the same week, I contacted the consulting engineer requesting a preliminary feedback of his findings. This was received on Wednesday 14th February. It confirmed that the right course of action in terms of the electrical works had been taken and went on to comment on the efficiency and effectiveness of the heating system, and recommending, amongst other things, an immediate course of action which requires a letter of authorisation for an application to be made to Electricity North West for a change of incoming electrical supply to a 3-phase 100amp supply which is necessary and will enhance plans for long-term improvements to Crag Bank Village Hall. As such, I seek a **resolution from Councillors that a 'letter of authorisation' be sent to the Consulting engineer.**

Warton Road Buildings: I have continued to stay in contact with the Building Control officer monitoring the state of 1 and 2 Station Buildings. I have requested submission of a written progress report which I hope will be available for the Town Council meeting.

Website design and hosting: Work on the developing the new website has been completed and is ready to move from the development server to the live server. At the same time the new gov.uk email addresses will be created. It is **recommended that the new website goes live on Friday 1st March and that in the meantime the launch of the new website is promoted on social media and featured in the next edition of the *Carnforth Express*.**

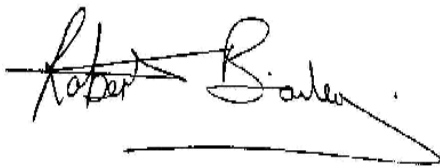
Carnforth Community Food Club: The Town Mayor and I have been representing Carnforth Town Council in some excellent collaborative work to bring a community food club to Carnforth. Working alongside colleagues from Lancashire County and Lancaster City Council's, Carnforth Integrated Care Community and Eggcup everything is now in place for a Welcome session at the all new Carnforth Community Food Club at Carnforth Children & Welfare Services (Carnforth Hub) on Friday 23rd February from 2pm. This will be an opportunity for anyone to express an interest in being part of the club as a member and/or volunteer and to see how you thy could reduce their food shopping bill by having access to £20 plus worth of shopping each week, as well as getting access to support from a wide range of services, providing advice on finances, health and wellbeing, training and skills. The Food club has been promoted through the latest edition of the *Carnforth Express* and on social media, in addition to the early community consultation. There has been 100% support for the scheme. Councillors are invited to join the Welcome event if available. An official opening will follow in due course.

Air Quality Management Area (AQMA) revocation consultation: Councillors who attended the presentation with Lancaster City Council Air Quality Manager will be aware that there is to be a consultation on the revocation of the Air Quality Management Area (AQMA) designations in Galgate and Carnforth. Air pollution monitoring indicates that since 2017 there has been no exceedance of the annual mean objective standard for nitrogen dioxide (set at 40 µg/m³) within the AQMA. Defra guidance stipulates that a local authority must revoke an AQMA where no exceedances have been observed for five consecutive years or more.

Lancaster City Council advises that air quality monitoring of nitrogen dioxide will continue at multiple sites within the Carnforth AQMA, regardless of the AQMA designations. Further real-time monitoring of additional pollutants including particulate matter is also taking place across the Lancaster district including in Carnforth.

The consultation is planned to go live soon and be available for 28 days. Once this is available I will raise awareness on social media and on the Council's website.

Councillors may wish to comment individually and authorise that a formal response is made on behalf of the Town Council.

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Bob Bailey, Town Clerk & Responsible Officer

14th February 2024



Carnforth Town Council

Planning Application Comments & Decisions

February 2024 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
19/00541/OUT: 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
21/00899/HYB: 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
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	Object to the planning application	Awaiting Decision
23/00883/FUL: 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

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 5th February 2024

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

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

24012 **Apologies:** There were no apologies

24013 **Declaration on interests and dispensations:** There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.

24014 **Urgent Business:** The Town Clerk provided an update on the latest known position regarding 1 and 2 Station Buildings, Warton Road, Carnforth. Councillors were advised that Lancaster City Council, Building Control have been invited to attend the next Town Council meeting and/or provide a written report on actions being taken.

Councilor Laurence advised that due to other commitments the Carnforth Veteran & Blue Light initiative is now being taken forward by the Bay Vets Association.

The Town Mayor outlined the context and discussions arising from the remote pre-application engagement forum to be held on 16th January. The forum was an opportunity for the applicants to present their proposals with stakeholders prior to making a formal planning application. It was reported that Councillors, from Carnforth Town and Lancaster City Council's made a number of important comments relating to the proposal for a drive-thru McDonalds on the Bransfield Site for the applicants to consider before submitting a formal application.

Councillor Turner commented on matters that had been raised on social media recently regarding the parking of vehicles for an event held at Crag Bank Village Hall. It was noted that whilst the users had complied with the terms and conditions a problem had arisen when a vehicle had been parked by a visitor with mobility issues. Their followed a discussion on the provision of disabled parking at Crag Bank Village Hall and an acknowledgement that this should be considered further once the current feasibility study has been completed.

24015 **Minutes:** It was **RESOLVED that the Minutes of the meeting held on Monday 8th January 2024 be accepted.**

24016 **Public participation and information only updates:** There were no members of the public present.

Actions & Updates: There were no updates in addition to matters included within the Committee agenda .

24017 **Planning Applications:** The Committee considered the following planning applications:

Planning Applications	
Application No:	Description
	No planning applications to consider

Traffic Regulation Orders:

A6070 Carnforth, Lancaster: 50mph Speed Limit; Prohibition of Pedestrians, Equestrians, Cycle and Horse Drawn Vehicles; Prohibition of Stopping

Traffic Regulation Orders:

Footway linking Redruth Drive to Victoria Street Carnforth: Closure for a period of two months from 27th January 2024

Haws Hill Carnforth: 08:00 on Monday 11th March until 17:00 Tuesday 12th March 2024

After some comments, it was **RESOLVED that the traffic regulations be noted.**

24018 **Project Swift:** Councillor Richmond presented a report on plans to take the project forward including establishing a voluntary Carnforth Swift Group to raise awareness of swifts, observe them and locating nesting sites, followed by establishing nesting boxes and seeking 'nesting bricks' to be incorporated into new building developments. A link was made between the aims of the project and objectives within the Carnforth Neighbourhood Plan. A Facebook group has been set up and there was an article on the project in the January/February edition of the *Carnforth Express*.

The Town Council is requested to promote the project and its aims with local community groups and schools and through social media and the Council's website.

It was noted that week commencing 29th June 2024 is the national *Swift Awareness Week*.

After some comments, it was **RESOLVED that the Carnforth Swift Project be supported and promoted,**

24019 **Carnforth Food Club:** The Town Mayor and Town Clerk provided an update on establishing a Food Club in Carnforth following overwhelming support to the recent consultation carried out by Carnforth Town Council where 100% of respondents were very positive about the scheme with many offering support and volunteering.

Carnforth Town Council has worked alongside colleagues from Lancaster City and Lancashire County Council's Children and Family Wellbeing Service, Eggcup Lancaster and Carnforth Integrated Care Community (ICC) to bring a food club to the 'Carnforth Hub' on Kellet Road. Community food clubs provide a cluster of activities relating to food that might include community cooking, meals, buying groups, growing food and a community café.

The Carnforth Community Food Club will help our local community, particularly those having to deal with food poverty and food insecurity, to have access to food, whilst also increasing community connections, and enabling people to have fun and build new skills.

Once the Carnforth food club is formally up and running, anyone becoming a member can attend each week, paying a membership fee in return for food sourced from a variety of places ranging from donations to intercepted food from supermarkets that would normally go to waste.

All the food will comply with food safety regulations and nothing offered past its 'use by' date, although some food may be close to that or after its 'best before' date.

Any food received from a food club will have an estimated sale value of between £25 and £30. Anyone interested in the Carnforth Community Food Club as a member or a volunteer is invited to a free Open meeting at the Carnforth Hub, Kellet Road on Friday 23 February at 2pm. After some comments, it was **RESOLVED that Carnforth Town Council gives its full support to the Carnforth Community Food Club.**

24020 Town Development: The committee considered the following events, updates and opportunities:

- 1) **Carnforth Fringe:** Councillor Smith provided an update on progress in recent weeks, including: venues to be used over the period 13th – 20th July; planned entertainment; promotion of the event and funding being sought. A full programme of events and performers will be available in April
- 2) **D-Day 80:** It was noted that the framework for the event is set out in guidance provided by the national Pageant Master and that Carnforth Town Council has received a *Certificate of Recognition* of its involvement in the D-Day 80 event.
- 3) **War Memorial Gardens – Centenary 2024:** Councillors Laurence provided an update on progress relating to events over the weekend of 9th and 10th November 2024, including a plan of tasks to be considered and acted on.

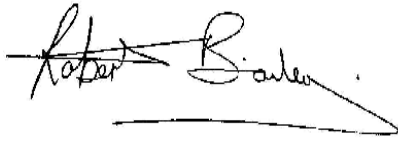
The Outdoor Maintenance Officer and volunteers are working on aspect of improving and maintaining the War Memorial Gardens but no capital works have yet been made to clean-up the cenotaph or any groundworks.

A remote meeting of the Working Group will be held on Monday 19th June at 6pm.

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

24021 **Public Highways & Open Spaces:** No matters were raised.

24022 **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 4th March 2024 at 5:30pm**. The meeting closed at 6:15pm

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Town Clerk and Responsible Financial Officer

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 6th February 2024 at 5:30pm

Present: Councillors Richmond (Chair); Bromilow; Gardner; Hanna and Parker

In attendance: Bob Bailey, Town Clerk & RFO; Rik Marsden, Facilities Manager and

24012 Apologies: Apologies were received from Councillors Grisenthwaite Laurence and Simon Jobling, Outdoor Maintenance Officer.

24013 Declaration on interests and dispensations: There were no declarations of interest directly relating to items on the agenda

24014 Urgent Business: The Town Clerk provided an update on the latest known position regarding 1 and 2 Station Buildings, Warton Road, Carnforth. Councillors were advised that Lancaster City Council, Building Control have been invited to attend the next Town Council meeting and/or provide a written report on actions being taken.

24015 Minutes: It was **RESOLVED that Minutes of meeting held on Tuesday 9th January 2024 be approved.**

24016 Public participation and information only updates: There were no members of the public present.

Actions & Updates: The Town Clerk reported that it had been established that the recent tree maintenance works had been carried out in line with Lancaster City Council's Tree Policy, including the reduction of the canopy on the largest tree – as such, Carnforth Town Council does not currently have capacity or resources to take on responsibility for maintaining them.

24017 Carnforth (Highfield) Allotments: The Town Clerk informed Councillors that LESS – commissioned by Lancaster City Council to carry out a district-wide review of allotments - is hosting a series of community conversations in February with current and future allotment plot holders. One of the events will be at Carnforth Civic Hall on February 16th February at 5:30pm. Tickets are available here: <https://www.trybooking.com/uk/events/landing/52047?> These community conversations will be shaped by the initial findings from the allotment review surveys and offer the chance to:

- 1) Learn about different allotment sites and how they are run;
- 2) Delve deeper into how allotment sites are run - what works and what could be improved?;
- 3) Look to the future of community growing and allotments in Lancaster District;
- 4) Shape support offered to allotments by LESS in 2024 -2025;
- 5) Meet other people interested in allotments;

Details have been circulated to Councillors and allotment holder. It was then **RESOLVED that the update be noted.**

- 24018 Environment & Public Realm:** The Outdoor Maintenance Officer had provided a written report on works carried out in the last month and planned work in the coming weeks. It was reported that the turf to replace the shingle at the front of Crag Bank Village Hall had been purchased and Lancaster City Council have been asked to address the overhanging trees at Alexandra Park. Following an appeal, the Outdoor Maintenance Officer has built a step on the footpath behind Towpath Walk in Carnforth which had 'become quite a hazard, especially at night'.



Scaffold planks needed to improve footpaths at the Highfield Allotments have yet to be purchased. It was then **RESOLVED that the report and updates be noted.**

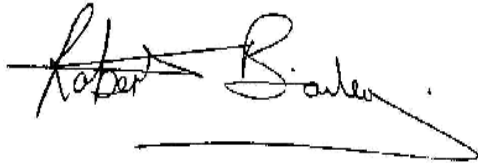
- 24019 Civic Hall:** The Facilities Manager reported that the boiler will need to be serviced over the Summer. Following a fire risk assessment, Lancashire Fire & Rescue Service have advised that the Civic Hall does not require the number of fire extinguishers currently in the building, which have been added to over several years on the advice of the fire maintenance and inspection providers. The Town Clerk reminded Councillors that following a dispute with the providers some months ago it had been agreed to enter into a contract/service level agreement but no paperwork formalising this arrangement has ever been received, which the Town Clerk has recently followed up. After some comments, it was **RESOLVED that the actions and updates be noted and progress reported in due course.**

- 24020 Crag Bank Village Hall:** The Town Clerk informed Councillors of comments and concerns received by letter and email from two hall users following recent problems with the heating system. The Town Clerk advised that all users have been kept fully informed of the issues and the actions taken to address them and that there have been occasions where a reduced or free letting has been offered and accepted. The Town Clerk has responded to the users who have written to the Council offering an apology and reiterating the actions taken that have, finally, reached a conclusion. The users concerned have been advised of the Town Council's formal complaints procedure.

Councillor Roe presented a report of a site visit conducted by three Councillors on 2nd February that the Village Hall Caretaker attended that had raised issues on the use of the building and fire risk assessment and inspection arrangements. There followed a discussion on the current user arrangements and the building survey and feasibility study which is underway and due to be completed in early April.

It was then **RESOLVED** that a full review of the building management and user arrangements be undertaken in the coming months, informed by the completed building survey and feasibility study and the Town Council's long-term plans for Crag Bank Village Hall.

24021 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 5th March 2024 at 5:30pm.** The meeting closed at 6:15pm

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

Carnforth Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
361 Software	22/01/2024		Unity Trust - Current	BACS	Scribe Annual Subscription	Scribe	S	538.20	107.64	645.84
										645.84
364 Administration	29/01/2024		Unity Trust - Current	BACS	Salaries	Staff	Z	855.34		855.34
										855.34
391 CCH - Cleaning	02/02/2024		Unity Trust - Current	Direct Debit	Cleaning & catering supplies	Thomas Graham	S	38.81	7.76	46.57
391 CCH - Cleaning	02/02/2024		Unity Trust - Current	Direct Debit	Cleaning & catering supplies	Thomas Graham	S	3.90	0.78	4.68
391 CCH - Cleaning	02/02/2024		Unity Trust - Current	Direct Debit	Cleaning & catering supplies	Thomas Graham	S	3.89	0.78	4.67
391 CBVH - Cleaning	02/02/2024		Unity Trust - Current	Direct Debit	Cleaning & catering supplies	Thomas Graham	S	38.81	7.76	46.57
										102.49
394 Civic Arms	06/02/2024		Unity Trust - Current	BACS	Bar Stock	Carnforth Town Council	Z	64.18		64.18
										64.18
397 CBVH - Repairs & Maintenance	15/02/2024		Unity Trust - Current	BACS	Main switch consumer unit	Barn Electrical Solutions	S	800.00	160.00	960.00
										960.00
403 Printing	15/02/2024		Unity Trust - Current	BACS	Printing Services	Bay Typesetters	Z	660.00		660.00
403 Distribution	15/02/2024		Unity Trust - Current	BACS	Printing Services	Bay Typesetters	S	400.00	80.00	480.00
403 Carnforth Fringe	15/02/2024		Unity Trust - Current	BACS	Printing Services	Bay Typesetters	S	270.00	54.00	324.00
										1,464.00
404 Facilities Management Assessment	16/02/2024		Unity Trust - Current	BACS	Topographical Survey	Christians Environmental Ltd	S	1,400.00	280.00	1,680.00
										1,680.00
405 CCH - Cleaning	16/02/2024		Unity Trust - Current	BACS	Cleaning & catering supplies	Thomas Graham	S	62.74	12.55	75.29
405 CBVH - Cleaning	16/02/2024		Unity Trust - Current	BACS	Cleaning & catering supplies	Thomas Graham	S	62.74	12.55	75.29
										150.58
Total								5,198.61	723.82	5,922.43



Carnforth Town Council

Correspondence – February 2024 meeting



Date	Sender	Topic
12/01/2024	Town Clerk	Agenda Pack – Carnforth Town Council
14/01/2024	Town Clerk	Councillor Engagement Forum – Pre-Planning application
16/01/2024	Town Clerk	Clerk's Report
22/01/2024	Lancashire County Council	Final Week of Lancashire Devolution Consultation
23/01/2024	Lancashire County Council	A6070 Carnforth, Lancaster, Prohibition of Stopping
24/01/2024	Lancaster City Council	Corrected information for up and coming allotment review events
24/01/2024	Lancashire County Council	Street Works: Haws Hill, Carnforth 11-12/3/24
25/01/2024	Town Clerk	Carnforth Express - January & February 2024 edition
28/01/2024	Lancashire County Council	Temporary closure of Footpath 0103008 Carnforth, Lancaster
30/01/2024	Town Clerk	Carnforth Town Council – January Draft Minutes
30/01/2024	Town Clerk	Property & Environment Committee Agenda Pack - February
31/01/2024	Town Clerk	Town Development & Planning Committee - February 2024
01/02/2024	Lancaster City Council	Notice of Casual Vacancy by co-option
02/02/2024	National Highways	A590 - safety improvement work
05/02/2024	Town Clerk	Finance & Governance Agenda Pack
06/02/2024	Town Clerk	Emergency Plan Training – Poll of preferred dates
07/02/2024	Town Clerk	Draft Minutes – Property & Environment and Town Development & Planning
07/02/2024	National Highways	Notification of works - M6 Junction 36 Ash die back and woodland management
08 & 09/02/2024	Parents of Crag Bank Under 5's children	Complaints about the heating system



Carnforth Town Council Correspondence – February 2024 meeting



Date	Sender	Topic
09/02/2024	Town Clerk	Responses to Crag Bank Village Hall complaints and invitation for a meeting with Crag Bank Under 5's committee
12/02/2024	Town Clerk	Civility and Respect Pledge - Carnforth Town Council
14/02/2024	Town Clerk	Order Confirmation for His Majesty King Charles III Portrait