

46 – 48 Market Street
Carnforth
LA5 9LB
Tel: 07828254149
Email: 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 17th July 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@carnforhtowncouncil.gov.uk 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 17th JULY 2024 at 6:30pm

- 24095. Apologies:** To receive apologies
- 24096. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 24097. Urgent Business:** To consider matters of urgent business
- 24098. Minutes:** To consider Minutes of the meeting held on Wednesday 19th June 2024
- 24099. 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) Clerks Report (to follow)
- 24100. 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
24/00338/FUL	Erection of a detached dwelling – Land West of Hunting Hill Lodge, Hunting Hill Road, Carnforth
24/00729/PAD	Prior approval for the demolition of an existing holiday let – Deroy Cottage, Hawk Street, Carnforth LA5 9LA

- 24101. Carnforth Air Quality Management Area: (AQMA):** To consider an order revoking Carnforth as an Air Quality Management Area under the Environmental Act 1995 Part IV Section (83) (b);
- 24102. Carnforth Civic Hall:** To receive a verbal update on the legal position with the covenants and lease arrangements at Carnforth Civic Hall (Councillor Grisenthwaite to report)
- 24103. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 24104. Town Development & Planning Committee:** To consider report of committee meeting held on 1st July 2024
- 24105. Property & Environment Committee:** To consider report of Property & Environment Committee meeting held on 2nd July 2024
- 24106. Finance & Governance Committee:** To consider report of Finance & Governance Committee meetings held on 11th July 2024
- 24107. Payments for Authorisation:** To consider for approval payments awaiting authorisation
- 24108. Correspondence:** To consider correspondence received since the last meeting (To follow)
- 24109. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 24110. Confidentiality:** To identify any items on this agenda which requires to be recorded as confidential and included in 'Part 2 Minutes' for circulation to Councillors
- 24111. Date of next meeting:** Wednesday 18th September 2024 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

12 July 2024

Tel: 07828254149 Email: clerk@carnforthtowncouncil.gov.uk



Carnforth Town Council

Minutes of meeting held on 19th June 2024 at 6:30pm at Carnforth Council Offices

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

In attendance: Bob Bailey, Town Clerk & Responsible Financial Officer (TC&RFO);
Ward Councillor Belcher and one member of the public

The Town Mayor welcomed representatives from 'Good News for Everyone' who led the Council in a prayer and wishing the Town Mayor well in her year of office. They then left the meeting.

24081 Apologies: Apologies were received and accepted from Councillor Hanna; Ward Councillors Stubbs and County Councillor Williamson.

24082 Declaration of interests and dispensations: Declarations of interest relating to connections with local organisations were made and accepted. Councillor Jones declared a declaration relating to Planning Application...

24083 Urgent Business: There were no matters of urgent business

24084 Minutes: It was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 15th May 2024 be approved.**

24085 Adjournment for public discussion and information only updates.

1) **Public Discussion:** No representations were made.

2) **Town Mayor & Councillor updates / matters:** Councillors commented that a pothole on Grosvenor Place had been reported and dealt with by County Highways. An issue with parking on the pavement on Market Street was reported to the Police Community Support Officers and action taken – any further matters should be reported to them to follow up.

A resident had raised a matter about vehicles owned by a local company being parked on North Road and seemingly unused for long periods of time – this has been followed up with the company concerned. had been raised

It was reported that the D-Day 80 event had been well received and attended.

Councillors were advised that plans for the Carnforth Fringe are progressing.

Volunteers are needed to help run the event which will be opened on 12th July by the Town Mayor.



Carnforth Town Council

Work on improving the allotments footpaths and installing raised beds is ongoing and the efforts being made by Carnforth Town Council is appreciated by allotment holders. A monthly 'surgery' on site is continuing.

- 3) **Reports of County & Ward Councillors:** Councillor Belcher reported on the outcome of a recent planning application appeal and casework that had been followed up by Ward Councillors relating to an abandoned caravan; abandoned vehicles; removal of a metal container and the collection of rubbish. No action as yet to deal the reinstatement of white lining around the Tesco/Alexandra Road traffic lights.
- 4) **Reports from outside bodies:** There were reports on the recent Annual Meeting of the 2246 Carnforth Squadron and Carnforth & District Twinning Association regarding the visit of representatives from Sailly-sur-la Lys from 21st – 25th August. The Town Mayor gave an update on the plans for the Carnforth Carnival on July 7th.

ACTION: Carnforth Town Council to be represented at the Carnival.

- 5) **Clerk's Report:** The Clerk reported on a range of matters including:
 - a) Updated guidance from the National Association of Local Council's, previously circulated, on the requirements of the Localism Act on civility and respect and Members Code of Conduct and the recently revised 'A Good Councillor's Guide'.
ACTION: All councillors to read the new guidance and a 'policy checklist' to be produced of formal policies and procedures that set out the legal framework within which the Council operates.
 - b) A paper recommended by the Finance & Governance Committee on considerations when determining whether information received by the Council, in whatever form, is confidential and how this should be managed.
ACTION: Council agenda to be amended to include a Part 2 'Confidential Matters' section where the press and public will be excluded.
 - c) Revised guidance on the use of social media by Councillors and community engagement as recommended by the Finance & Governance Committee;
ACTION: Council asked to adopt the amended guidance on the use of social media and community engagement and Councillors, using social media, to create their own individual Councillor page when acting on Council business.



Carnforth Town Council

d) Advice on the legal provision of 'local services' to 'top-up' services and functions provided by the principal authorities;

ACTION: Council to engage and consult with the community to identify priorities for action as part of the budget process for coming years.

e) Interview process for co-option to fill the casual vacancy for the Crag Bank Ward;

ACTION: Interview panel and date of interviews to be determined

f) Recent and planned work by the Town Clerk and Administrative Assistant.

ACTION: That the recent work, specifically on the Council website and social media, be noted and that the need to establish adequate resources be considered through completion of a 'Project Mandate' for any new service, event or activity.

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

24086 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
24/00619/FUL	Erection of a single storey extension - & Johnson Close, Carnforth LA5 9UJ RESOLVED: Support in principle
24/0094/TPO5	Sycamore removed – 43 Bridgeside, Carnforth LA5 9LF RESOLVED: Support in principle
LCC/2024/0013	Leapers Wood Quarry to permit an extension in the depth of the quarry to -37m AOD, continued working of the quarry until 31st December 2064 with interim restoration by 31st December 2065 RESOLVED: Request extension to the consultation deadline to enable further consideration and public consultation
LCC/2024/0012	Back Lane Quarry o permit an extension of the depth of the quarry to -37m AOD, continued working of the quarry until 31st December 2077 with restoration by 31 st December 2078 RESOLVED: Request extension to the consultation deadline to enable further consideration and public consultation



Carnforth Town Council

Traffic Regulation Orders:

There were no Traffic Regulation Orders to consider

24087 Planning Authority Decisions & Enforcement: Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated by the Town Council.

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

24088 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 3rd June 2024, including:

- 1) Election of Councillors Parker and Laurence as the committee Chair and Vice-Chair for the municipal year;
- 2) **Recommendation** that Carnforth Town Council provides a full-page advert on its services and functions for the revised Carnforth Pocket Book being produced by Carnforth Rotary;
- 3) **Recommendations** to full Council on planning applications and traffic regulation orders received at the time of the meeting;
- 4) **Recommendation** that the Town Council's commitment to the Armed Forces Covenant be submitted to the Reserve Forces & Cadets Association and that Councillor Laurence be formally designated as Carnforth Town Council's 'Armed Forces Champion';
- 5) Designation of lead Councillors for working groups approved at the Annual Town Council meeting and acknowledgement that membership and terms of reference need to be established in the near future and their functions and outcomes reported to the Town Development & Planning Committee and/or Council;
- 6) Updates on planned events, including D-Day 80 commemorations on 6th June; Carnforth Fringe; War Memorial Centenary; Christmas Lights switch on in collaboration with Carnforth Chamber of Trade, and a proposed Halloween competition.

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



24089

Carnforth Town Council

Property & Environment Committee: Councillor Richmond reported on the recommendations, updates and actions arising from the meeting of Property & Environment Committee held on 4th June 2024, including:

- 1) Election of Councillors Richmond and Roe be elected Chair and Vice-Chair of the Property & Environment Committee for the municipal year;
- 2) Discussion on the provision of local services as a 'top-up' to non-statutory services provided by the principal authorities and an action that the TC&RFO produces an advisory paper on the provision of 'local services' for consideration as part of the annual forward planning/budgeting process;
- 3) Confirmation of a joint Lancaster City Council / Carnforth Town Council 'walkabout' on the Highfield Estate on 6th August;
- 4) Suggestion from Councillor Roe that plaques relating to the King's Own Regiment be fixed into the numerous insets on the railings of the War Memorial Gardens;
- 5) **Resolution** that no action be taken on 'adopting' a disused payphone based at Carnforth Station;
- 6) **Action** that Councillor Turner, supported by the TC&RFO and Outdoor Maintenance Officer, develops a formal inspection regime for the upkeep and planned maintenance and improvements at the Carnforth (Highfield) Allotments;
- 7) **Action** taken/planned to repairs and make safe, the large water butts at Carnforth (Highfield) Allotments and developments to 'community plots' on the site;
- 8) Councillor Roe to act as Caretaker of the Civic Hall in week commencing 24th June;
- 9) **Action** that the TC&RFO writes to all users of Crag Bank Village Hall outlining the latest position on the building improvement project;
- 10) Update on the work of the Outdoor Maintenance Officer and actions to obtain costs for planters on Ashtrees Way and signage to be fixed to the planters;
- 11) **Action** to determine the cost of collecting recycling from Council premises
- 12) **Recommendation** that the NHS bench be relocated to the land at the junction of Market Street and North Road and replaced, in due course, by another bench in the War Memorial Gardens.



Carnforth Town Council

After some comments and observations, it was **RESOLVED that the report, actions and recommendations of the Property & Environment Committee be noted and approved in part. Following a vote, it was RESOLVED that the NHS Bench remain at the War Memorial Gardens.**

24090 Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations, updates and actions arising from the meeting of the Town Development & Planning Committee held on 13th June 2024, including:

- 1) Election of Councillors Grisenthwaite and Roe as Chair and Vice-Chair of the Finance & Governance Committee for municipal year;
- 2) **Action** for the TC&RFO to provide a report on the pros and cons and cost of a 'Post Office Box' for Carnforth Town Council mail;
- 3) A discussion on planning applications made to Lancashire County Council to increase the depth of the quarries at Back Lane and Leapers Wood and specifically, whether, subject to planning approval, the Town Council could enter into an agreement with the quarries management for a financial contribution to support the provision of services and functions in the local community;
- 4) Confirmation that the Council's website has been updated with the statutory financial information for the 'Exercise of Public Rights' following formal approval of the Annual Governance and Accountability Return (AGAR) for the financial year 1st April 2023 to 31st March 2024;
- 5) Completion of arrangements to change the tariffs on gas and electrical energy at all Council properties;
- 6) **Recommendation** that Carnforth Town Council approves all payments awaiting authorisation.
- 7) Bank Reconciliation and Summary report for month ending 31st May 2024 (Month 2);
- 8) **Recommendations** that the following guides and policies be adopted:
 - Publication Scheme subject to a cost being determined for the printing documents more than 10 pages long;
 - Privacy Notice and Accessibility Statement;
 - Guidance on the use of social media by elected Members;
 - Guidance on '*Dealing with Confidential Council and Committee Agenda items*;



Carnforth Town Council

- **Action** that the TC&RFO drafts a 'compliance checklist' as a tool to demonstrate Council Members and staff adherence to government regulations, accepted standards and the Council's own policies and procedures;
- 9) Decision that an application for Community Benefit Funds did not meet the required criteria;
- 7) Designation of lead Councillor for the Crag Bank Village Hall Working Group approved at the Annual Town Council meeting and acknowledgement that membership and terms of reference need to be established at the earliest opportunity and its functions and outcomes reported to the Finance & Governance Committee and/or Council;
- 8) **Action** that the TC&RFO drafts a Vexatious Complaints policy for consideration by the Finance & Governance Committee;
- 9) **Action** that the TC&RFO drafts a paper on proposed increased hours for the post of Administrative Clerk from 10 to 15 hours per week.
- 10) for consideration by the Finance & Governance Committee and subsequent recommendation to Carnforth Town Council and subsequent recommendation to Carnforth Town Council

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

24091 Payments for Authorisation: Councillors considered the list of payments awaiting authorisation. After some comments it was **RESOLVED that payments as set out be authorised in full**

24092 Correspondence: Councillors **RESOLVED that correspondence received in the last month be noted**

24093 Items for next Agenda: No items, in addition to the Standard Agenda, were suggested for consideration.

24094 Date and time of next meeting: The next meeting of the 'ordinary' Town Council will be held on **Wednesday 17th July 2024 at 6:30pm**. The meeting closed at 8:35pm.

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

Town Clerk & Responsible Finance Officer

Revocation of Galgate and Carnforth Air Quality Management Areas

Introduction

Air quality monitoring is carried out within Lancaster via a network of air quality monitors in a variety of locations (kerbside, roadside, and background). During the latest available reporting year of 2023, the Council monitoring network included 46 diffusion tubes sites, which measure the concentrations of nitrogen dioxide¹ (NO₂), two NO₂ automatic monitoring stations and one automatic monitoring station to measure particulate matter (PM₁₀ and PM_{2.5}). Due to the nature of 2020, 2021 and the impact of the COVID-19 pandemic restrictions on traffic volumes, and air quality, there is uncertainty about whether 2020 and 2021 monitoring data will be considered an outlier when compared to the normal pollution trends until the long-term impacts are better understood. Please refer to the latest 2023 Annual Status Report² (ASR) from Lancaster City Council for a detailed assessment of the air quality and pollution levels across the Council during 2022. The next ASR will reflect data from 2023 and is due at the end of June 2024.

Air Quality Management Areas

Where an exceedance of the UK Air Quality objective is recorded at a relevant exposure, local authorities are required to declare an Air Quality Management Area (AQMA) to focus efforts into reducing pollutant concentrations. To the date, Lancaster City Council have three declared AQMAs, which are:

- Lancaster City AQMA – covering the gyratory in Lancaster city centre. Declared in 2004 for exceedances in the NO₂ annual mean, and amended in 2017 to include exceedances in the hourly mean NO₂ objective;
- Galgate AQMA – covering the main crossroad area in Galgate. Declared in 2009 for exceedances in the annual mean NO₂ objective.
- Carnforth AQMA – covering the main crossroad area in Carnforth. Declared in 2007 for exceedances in the annual mean NO₂ objective.

Defra technical guidance³ stipulates that a local authority must look to revoke an AQMA where no exceedances have been observed for five consecutive years or more. The data in the following sections demonstrates that both Carnforth and Galgate AQMAs have not had a measured exceedance in NO₂ concentrations since 2016 and the declining trend is predicted to continue.

¹ Nitrogen dioxide (NO₂) is a gas which is generally emitted from high-temperature combustion processes such as road transport or energy generation.

² Lancaster City Council Air Quality Annual Status Report 2023. Accessible at: [Air quality reports - Lancaster City Council](#)

³ Defra LAQM Technical Guidance 2022. Accessible at: [UK Regions \(exc. London\) Technical Guidance | LAQM \(defra.gov.uk\)](#).

Galgate Air Quality Management Area

Galgate AQMA covers the traffic-light controlled junction where Salford Rd crosses Main Rd (A6) into Lancaster (Fig. 1). Congestion builds up at the junction at peak traffic times.

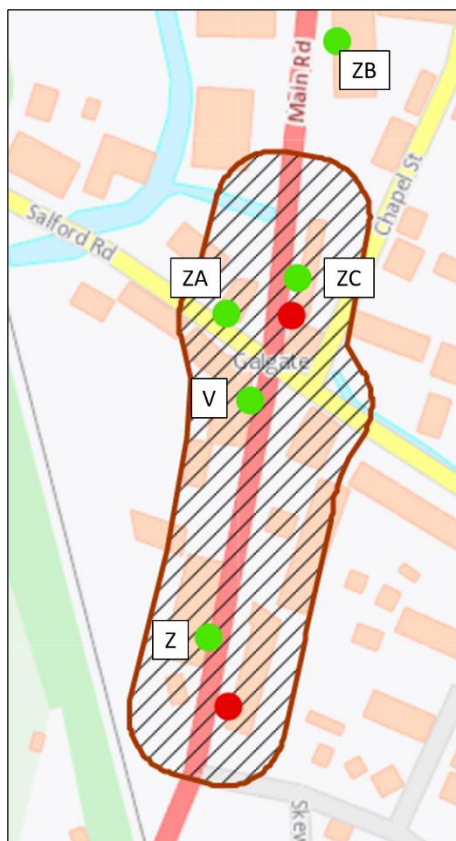


Figure 1. Galgate AQMA (hatched area) and diffusion tube locations. ZB was discontinued from 2022 and ZA from 2024.

The Galgate AQMA diffusion tube data has been collected since 2007 and shows an overall decline except for peaks in 2010 and 2014/15 (Figure 2). There have been no exceedances in the national objective ($40 \mu\text{g}/\text{m}^3$) since 2016 (Table 1).

Table 1. Annual average concentration ($\mu\text{g}/\text{m}^3$) of nitrogen dioxide (NO_2) for Galgate AQMA diffusion tubes.

Tube	2017	2018	2019	2020	2021	2022	2023
V	38	33	33	24	27	25	22
Z	37	33	32	23	25	24	21
ZA	27	26	24	18	21	18	16
ZB	24	24	22	16	18		
ZC	34	31	31	22	24	22	21

The declining concentrations of nitrogen dioxide at diffusion tube sites across Galgate AQMA are demonstrated in Figure 2.

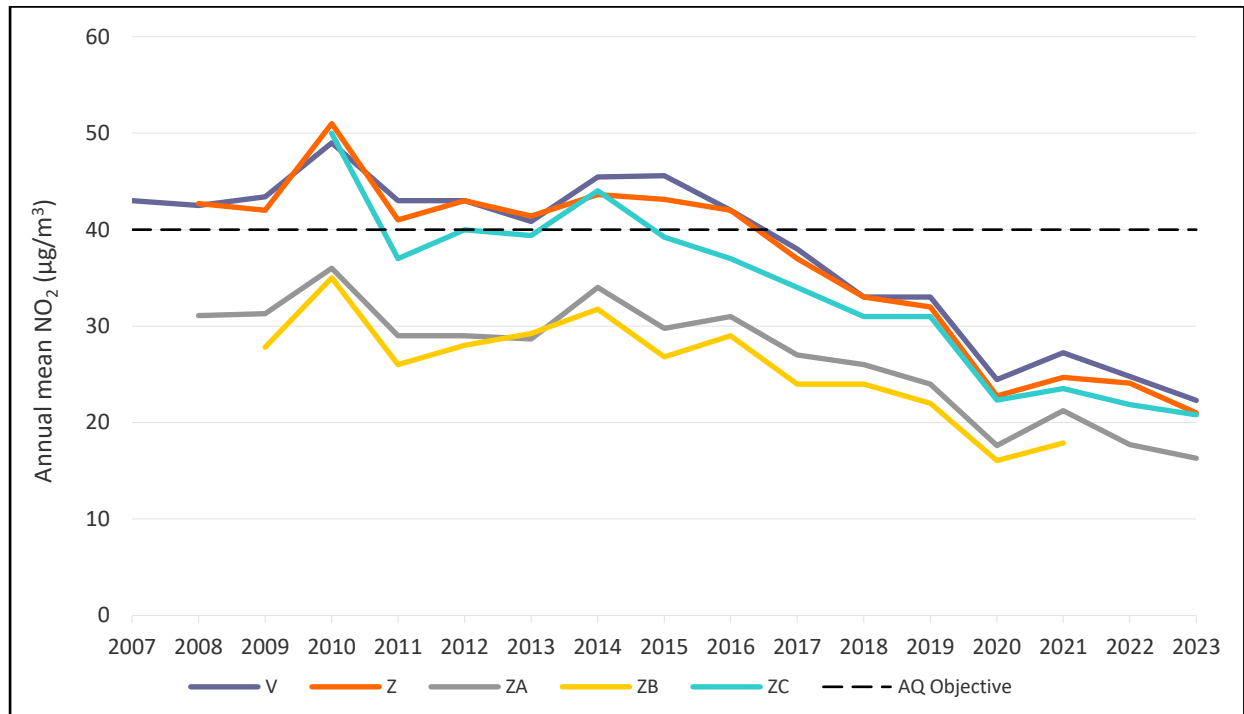


Figure 2. Nitrogen dioxide (NO₂) concentrations (µg/m³) at five diffusion tube sites within Galgate AQMA from 2007 to 2023.

Simple linear regression was performed to predict the concentration of NO₂ within the Galgate AQMA over the next three years based on the current trend (Table 2). The data from 2020 was excluded as this is classed as an atypical year due to the impact of COVID-19 lockdowns on transport and therefore air quality. To represent a more conservative estimate, the diffusion tube with the current highest average concentration was used (V). See Appendix A for regression analysis details.

Table. 2. Predicted (linear regression) future nitrogen dioxide concentrations at tube V within Galgate AQMA.

	2024	2025	2026
Concentration of nitrogen dioxide (µg/m³)	19	17	14

Carnforth Air Quality Management Area

Carnforth AQMA covers the traffic-light controlled junction where Market Street crosses A6/Lancaster Road-Scotland Road (Figure 3). Congestion builds up at the junction at peak traffic times.

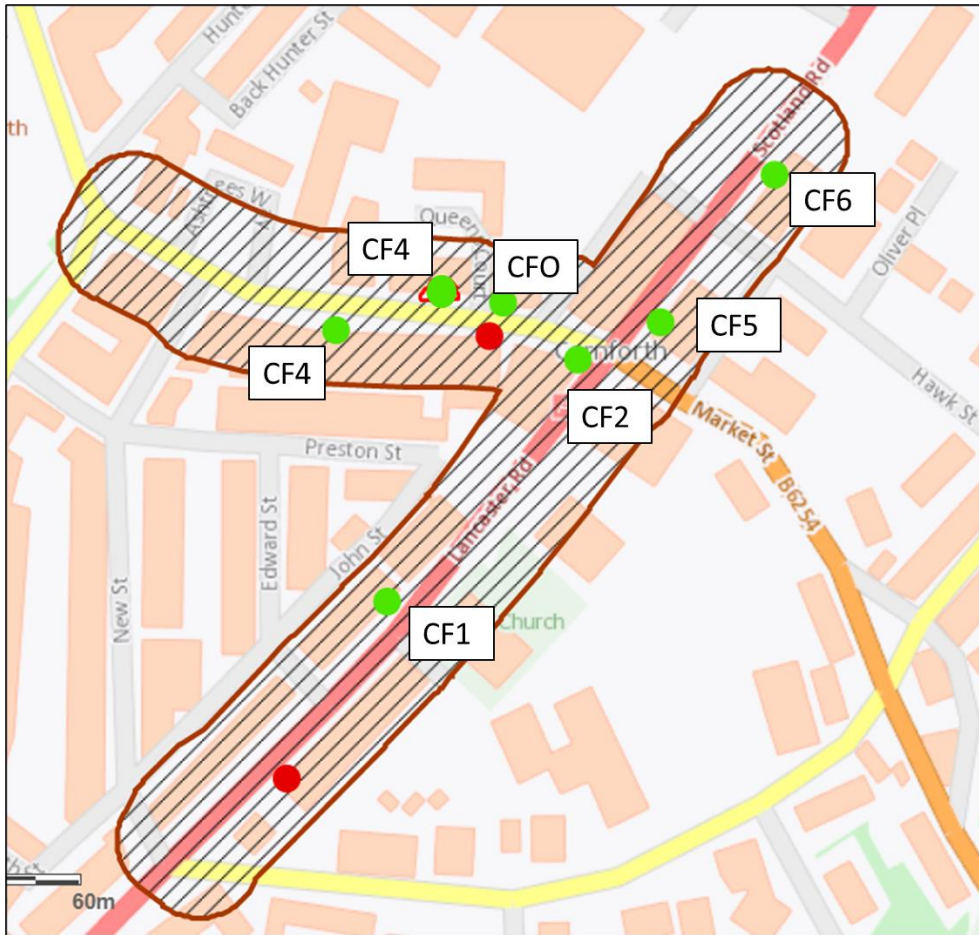


Figure 3. Carnforth AQMA (hatched area) and diffusion tube locations. CF was discontinued from 2022.

The Carnforth AQMA diffusion tube data has been collected since 2007 and shows an overall decline except for peaks in 2010 and 2014/15. There have been no exceedances in the national objective (40 $\mu\text{g}/\text{m}^3$) since 2016 (Table 3).

Table 3. Annual average concentration ($\mu\text{g}/\text{m}^3$) of nitrogen dioxide (NO_2) for Carnforth AQMA diffusion tubes.

Tube	2017	2018	2019	2020	2021	2022	2023
CFO	36	34	34	26	28	29	25
CF1	27	27	30	25	25	19	17
CF2	38	33	25	17	22	25	23
CF3	30	28	25	20	22	21	17
CF4	34	33	31	24	26		
CF5	33	32	29	22	25	24	21
CF6	35	28	25	18		19	18
CF7	27	25	22	17	21	18	16
CF8	29	27	26	20	22	20	18

The declining concentrations of nitrogen dioxide at diffusion tube sites across Carnforth AQMA are demonstrated in Figure 4.

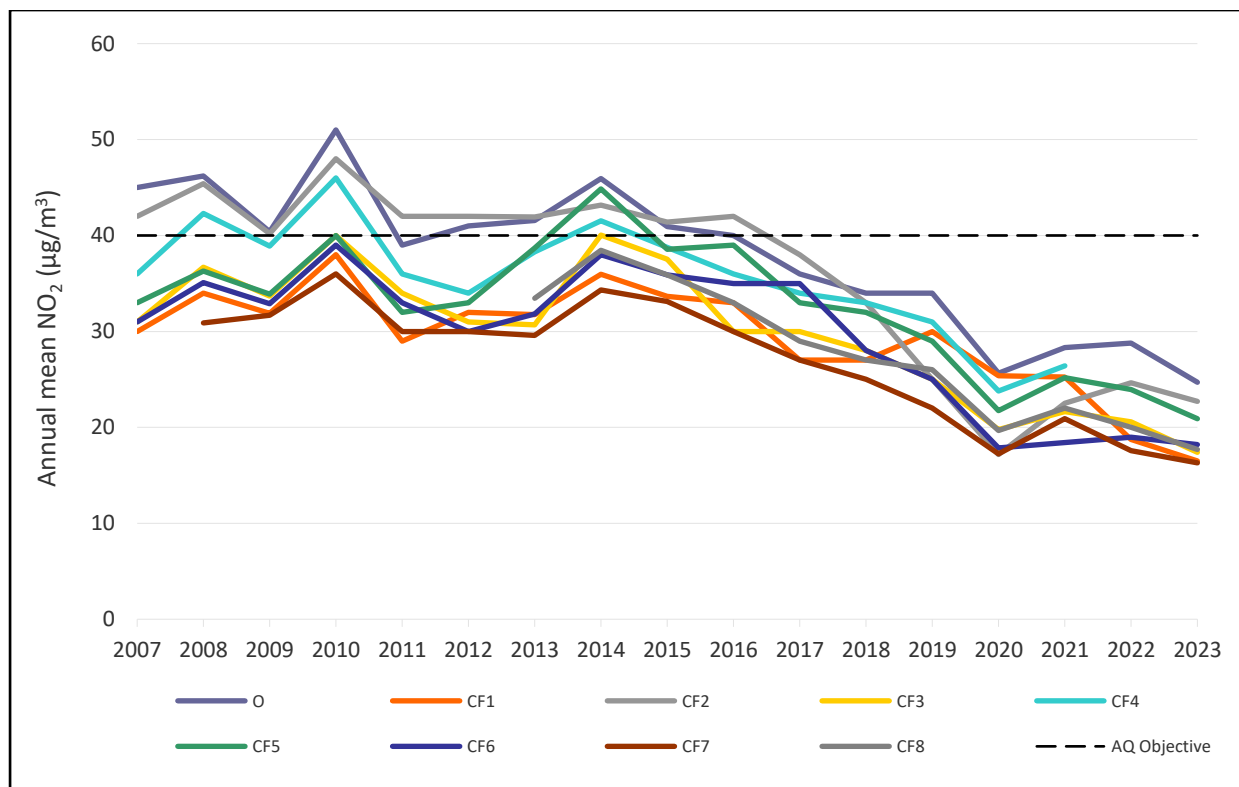


Figure 4. Nitrogen dioxide (NO_2) concentrations ($\mu\text{g}/\text{m}^3$) at five diffusion tube sites within Carnforth AQMA from 2007 to 2023.

Simple linear regression was performed to predict the concentration of NO₂ in the Carnforth AQMA over the next three years based on the current trend (Table 4). The data from 2020 was excluded as this is classed as an atypical year due to the impact of COVID-19 lockdowns on transport and therefore air quality. To represent a more conservative estimate, the diffusion tube with the current highest average concentration was used (CFO). See Appendix A for regression analysis details.

Table 4. Predicted (linear regression) future nitrogen dioxide concentrations at tube CFO within Carnforth AQMA.

	2024	2025	2026
Concentration of nitrogen dioxide (µg/m³)	24	22	20

Consultation on the Revocation of the AQMAs

It is recommended that local authorities consult widely before deciding whether or not to revoke an AQMA. A local authority should then submit its justification to Defra or the appropriate Devolved Administration (including the GLA). As with the designation of an AQMA, the local authority must publish its intention to revoke an AQMA, and must publish its Revocation Order. A Defra summary of the AQMA designation and revocation process can be found in Appendix C.

Relevant departments within Lancaster City Council were consulted regarding the proposed AQMA revocations. The above information was presented to chief officers and relevant officers from Planning, Environmental Health, and Public Realm.

Carnforth and Ellel (Galgate) Parish Councillors were offered the opportunity to receive the above information as an in-person presentation from Lancaster City Council's environmental protection officers. Carnforth Councillors accepted the invitation for a presentation, which was delivered by Paul Cartmell on the 14th November 2023. Ellel Parish Councillors opted for the presentation information to be sent via email. An example of the presentation can be found in Appendix B.

A public consultation was run for one month between 19th February and 18th March 2024. Relevant ward Councillors and the Leader were given prior notice of this consultation. An example notice of consultation that was printed and distributed around the AQMAs (lamp posts, notice boards etc.) can be found in Appendix D. No objections or comments were received through the consultation.

Conclusion

Due to year-on-year declining NO₂ concentrations which are significantly below national objective thresholds, it is recommended that Carnforth and Galgate AQMAs are therefore revoked. Although in 2023 Lancaster City AQMA experienced no NO₂ annual average exceedances for the first time since the current monitoring programme began, it is not recommended that this AQMA be revoked until the evidence suggests that potential future exceedances are unlikely.

Appendix A

Linear regression plots for nitrogen dioxide concentration at worst-case scenario tubes at Galgate and Carnforth.

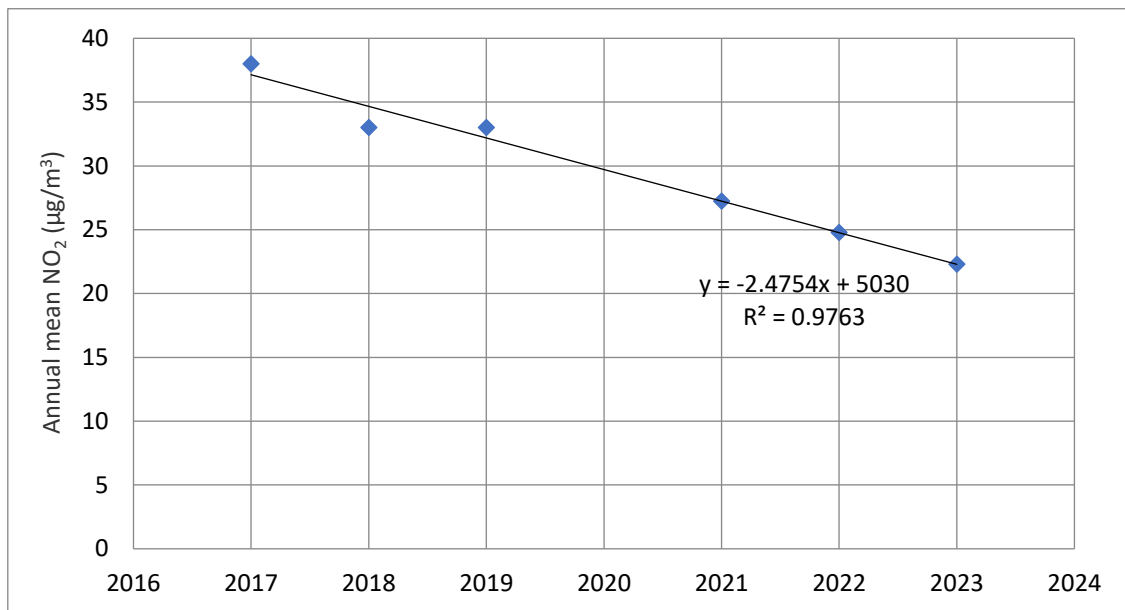


Figure A1. Linear regression for nitrogen dioxide concentration at diffusion tube V (Galgate AQMA) for years 2016-2023 (excluding 2020 due to impact of COVID-19 lockdowns).

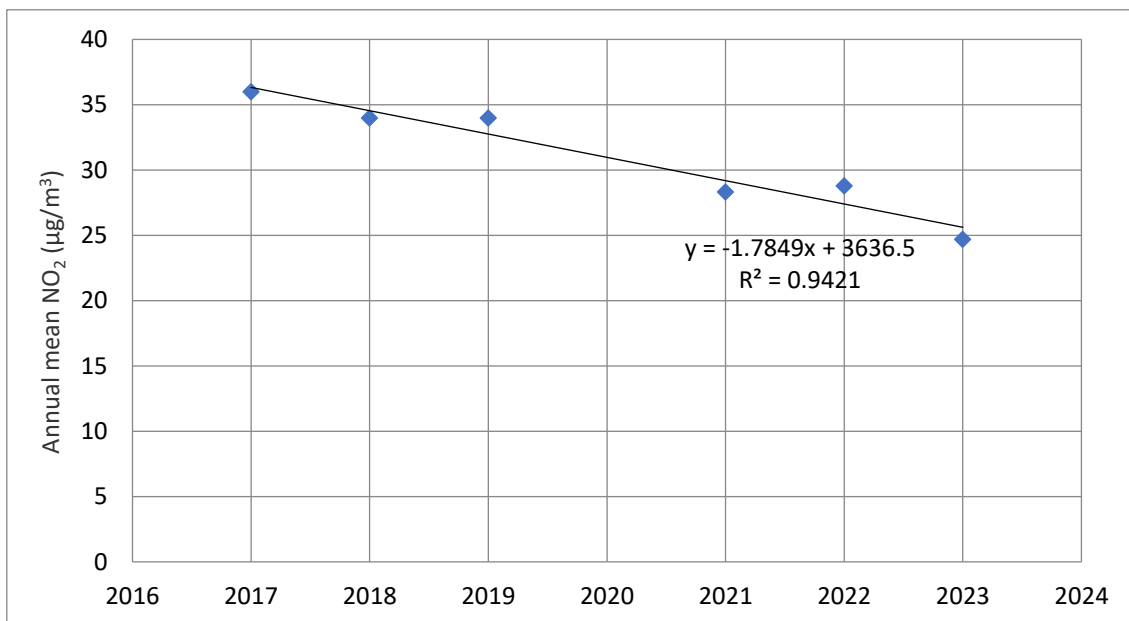



Figure A2. Linear regression for nitrogen dioxide concentration at diffusion tube CFO (Carnforth AQMA) for years 2016-2023 (excluding 2020 due to impact of COVID-19 lockdowns).

Appendix B.

Example of the AQMA revocation information presentation for Parish Councillors.

Lancaster City Council
Proposed AQMA
Revocation and New Air
Quality Project

Elle Parish Council - Dec 2023



1

Galgate AQMA Revocation - Why?

- Defra Guidance on AQMA Revocation (from Defra LAQM Policy Guidance August 2022)
- "...typically this is after three years or more compliance."
- 2021 ASR – Defra commented as follows "Due to the low concentrations recorded in the Galgate and Carnforth AQMAs, the council should look to revoke if these trends continue post covid."

2

Graph showing monitoring data in Galgate AQMA (Annual Mean Nitrogen Dioxide)



3

Monitoring locations on Main Road and Salford Road

	2017	2018	2019	2020	2021	2022
V	38	33	33	24	27	25
Z	37	33	32	23	25	24
ZA	27	26	24	18	21	18
ZB	24	24	22	16	18	18
ZC	34	31	31	22	24	22
Q Objectiv	40	40	40	40	40	40

4

- The results show that since 2017 we have not monitored any exceedance of the annual mean objective standard for nitrogen dioxide (set at 40ug/m³) in the Galgate AQMA location
- There is an overall declining trend in pollution levels.
- It is anticipated that considering the general ongoing replacement of vehicles within the general traffic fleet (with newer, improved emission standard vehicles) and the projected transition to electric vehicles over coming years that any future exceedance of the nitrogen dioxide pollutant objective standard in these locations is now unlikely.
- There are no specific highways actions forthcoming from the county council on the basis of the reported air quality position.
- On this basis it is considered (and Defra agree) that it is now appropriate to revoke the two AQMAs (Carnforth and Galgate).

5

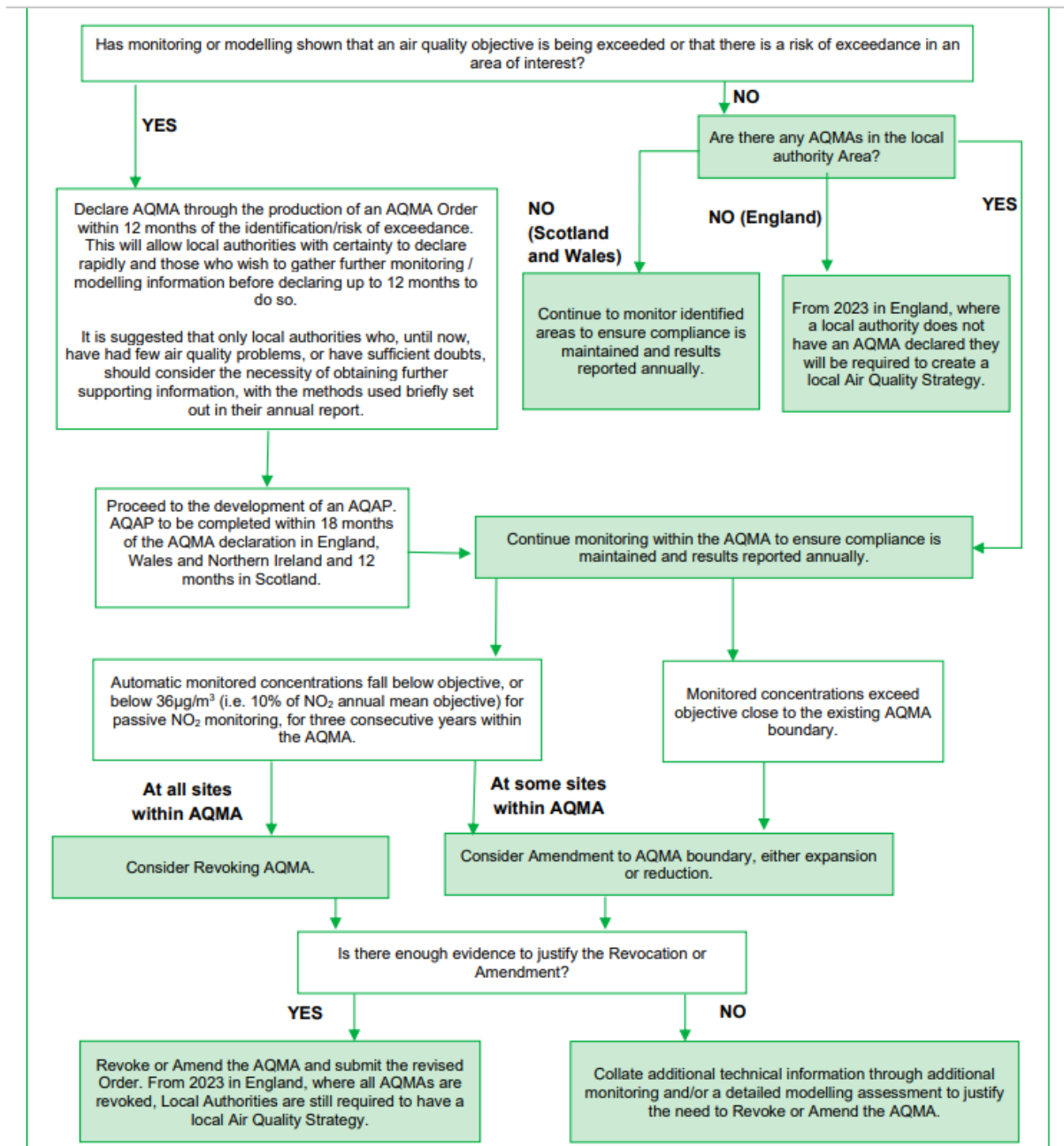
Summary

- This is a good news story as air quality monitoring is showing an improving air pollution situation for nitrogen dioxide
- Air quality has seen progressive improvement since 2017 and post Bay Gateway.
- Annual mean nitrogen dioxide levels are decreasing and considered likely to continue to do so.
- The rate of improvement may still be impacted by traffic levels but a situation where levels exceed objective standards is not now anticipated/considered likely.
- It should be noted that this does not mean traffic/observed congestion is decreasing
- Levels in the Lancaster City Centre AQMA, although also declining, remain above the objective level at some locations. There is currently no proposal to revoke the Lancaster AQMA and a new air quality action plan is therefore required.

6

Appendix C.

Box 3-2 (AQMA process diagram) from Defra Technical Guidance 2022.



Appendix D.

Example notice of public consultation.



Consultation on Revocation of Air Quality Management Area (AQMA) Designation at Galgate

The Council is proposing to revoke the Air Quality Management Area (AQMA) designation in Galgate as monitored nitrogen dioxide pollution levels have shown general decline and below objective standard levels since 2017.

The AQMA designated is shown below :-



For further information and to submit a response please go to the web page to be found within Lancaster City Councils Air Quality pages:

<https://www.lancaster.gov.uk/environmental-health/environmental-protection/air-quality> (or search 'Lancaster AQMA Revocation' in web browser)

Or contact Environmental Health on 01524 582935 or by email environmentalhealth@lancaster.gov.uk to receive this information. Responses can also be directly made to the above email address making the subject of the email is 'Galgate AQMA Revocation Consultation Response'.

The closing Date for responses is 18th March 2024.



Carnforth Town Council

Planning Application Comments & Decisions

July 2024 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
LANCASTER CITY COUNCIL PLANNING APPLICATIONS		
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
24/00208/FUL - Change of use of first and second floors of former bank into two apartments and alterations to windows and door openings – Barclays, Market Street, Carnforth LA5 9JX	Support the planning application in principle	Awaiting Decision
24/00470/FUL - Erection of a building to cover manure storage area - Hare Tarn Farm , Netherbeck, Carnforth LA6 1AA	Support the planning application in principle	Awaiting Decision



Carnforth Town Council

Planning Application Comments & Decisions

July 2024 meeting



24/00619/FUL: Erection of a single storey extension - & Johnson Close, Carnforth LA5 9UJ	Support the planning application in principle	Awaiting Decision
24/0094/TPO5: Sycamore removed – 43 Bridgeside, Carnforth LA5 9LF	Support the planning application in principle	Application Permitted

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
LANCASHIRE COUNTY COUNCIL PLANNING APPLICATIONS		
LCC/2024/0012: Back Lane Quarry to permit an extension of the depth of the quarry to -37m AOD, continued working of the quarry until 31st December 2077 with restoration by 31st December 2078	Support the planning application in principle and comment that the developers should consider community "pay back" through s.106 agreement or other such provision in recognition of their responsibilities to the community	Awaiting Decision
LCC/2024/0013: Leapers Wood Quarry to permit an extension in the depth of the quarry to -37m AOD, continued working of the quarry until 31st December 2064 with interim restoration by 31st December 2065	Support the planning application in principle and comment that the developers should consider community "pay back" through s.106 agreement or other such provision in recognition of their responsibilities to the community	Awaiting Decision

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 1st July 2024

Present: Councillors Downes, Gardner, Grisenthwaite, Laurence, Parker, Smith and Turner

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO) and a member of Carnforth Chamber of Trade

24065 **Apologies:** Apologies were received from Councillor Hanna and Richmond

24066 **Declaration on interests and dispensations:** There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.

24067 **Urgent Business:** The TC&RFO reported that a request had been made by the Local Policing Team for permission to run a crime prevention event at Carnforth Civic Hall on Wednesday 14th August 2024 from 5.30pm until 7pm. **ACTION: TC&RFO to liaise with the Police on arrangements for the event**

Councillors were saddened to hear about the sudden and unexpected death of Mrs. Tracey Reeves, Head of Year 10 at Carnforth High School. **ACTION: TC&RFO to send a letter of condolence to the Head of Carnforth High School**

A question was raised as to whether the placement of a banner for the upcoming Carnforth Fringe at the War Memorial Gardens showed a lack of reverence. It was acknowledged that the banner had been removed for the recent Armed Forces Day and in the ensuing discussion it was pointed out that the placement of Carnforth Fringe banners around the town had previously been brought to the Committees attention. It was also commented that as a focal point for the whole community the War Memorial Gardens is used for a variety of events throughout the year where a lack of reverence to the fallen is not considered an issue of concern. **ACTION: TC&RFO to draft a policy for consideration on the use of War Memorial Gardens for the promotion of community and commercial events.**

24068 **Minutes:** It was **RESOLVED that the Minutes of the meeting held on Monday 3rd June 2024 be accepted.**

24069 **Public participation and information only updates:** There were no members of the public present.

The Chamber of Trade representative reported that the parking survey of customers at various business outlets has now ended. The results will now be analysed and a report produced for consideration by this Committee.

24070 **Planning Applications:** The Committee considered the following planning applications:

Planning Applications	
Application No:	Description
24/00693/VCN	Construction of an enclosed two lane cricket practice net (variation of condition 3 on approved application 22/01551/FUL to allow use of cricket nets between 6pm and 9pm on Mondays) RECOMMENDATION: Support in principle
Traffic Regulation Orders:	
There were no traffic regulation orders	

24071 **Working Parties:** The Committee considered the following updates from working parties:

1) Residents Parking Working Group: Councillor Grisenthwaite presented a draft terms of reference for this Working Group, setting out the general function, purpose and membership, public consultation, reporting and communication strategy.

There followed a discussion in which it was acknowledged that the project will need time, commitment and resources to meet the expectations of the local community. Councillors Grisenthwaite, Parker and Smith put themselves forward as members of the working party.

RECOMMENDATION: That Carnforth Town Council approves the draft terms of reference and that the working group reports directly to the Town Development & Planning Committee.

2) Christmas Lights Working Group: It was reported that at its next meeting the Chamber of Trade will finally determine its expectations of Carnforth Town Council in relation to the Christmas switch-on event.

3) War Memorial 100th Anniversary Working Group: Councillor Laurence provided a further update on progress and actions required, notably:

- Produce a project mandate setting out potential costs and resources needed;
- Produce an Event Safety Emergency Plan;
- Arrange traffic management and road closures for Saturday 9th (Anniversary parade) and Sunday 10th November (Remembrance Day).

4) Back Lane Working Group: Councillor Grisenthwaite provided an update on the ongoing plans and discussions

It was then **RESOLVED** that the updates from Working Groups be noted.

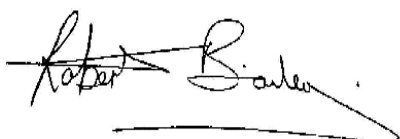
24072 Town Development: The committee considered the following events, updates and opportunities:

- 1) **D-Day 80:** It was acknowledged that the D-Day 80 event on June 6th had been a great success thanks to the efforted of Councillors and staff and the large number of residents who attended;
- 2) **Carnforth Fringe:** Councillor Smith provided a further update on the plans and actions relating to the Carnforth Fringe. A full program of the Bay Fringe - including performances in Carnforth at the Royal Station Hotel and Carnforth Ex-Servicemen's Cklub ijhad now been produces is expected soon and promotion of the event will be ramped up in the coming weeks;
- 3) **Halloween Event:** Further consideration of the proposal will be made in August;
- 4) **Wednesday Market:** No update as Carnforth Chamber of Trade has not yet responded to questions asked.

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

24073 Public Highways & Open Spaces: Councilor Downes commented on initial ideas for reusable notices/signs aimed at highlighting, for example, the towns heritage and community. **ACTION: Designs, printing options and costs to be considered at the next meeting of the Town Development & Planning Committee.**

24074 Date of next meeting: The next meeting of the Town Development & Planning Committee is due to be held on **Monday 5th August 2024 at 5:30pm**. The meeting closed at 6:25pm



Town Clerk and Responsible Financial Officer

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 2ND July 2024 at 5:30pm

Present: Councillors Richmond (Chair), Downes, Gardner, Laurence, Parker and
Roe

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO),
Rik Marsden, Facilities Manager,

24054 Apologies: Apologies were received from Councillor Grisenthwaite and Simon Jobling, Outdoor Maintenance Officer

24055 Declaration on interests and dispensations: There were no declarations of interest directly relating to items on the agenda

24056 Urgent Business: The TC&RFO reminded Councillors that the Carnforth Carnival will be held on Sunday 7th July. The event will be opened by the Town Mayor, Councillor Jones and the Council is seeking volunteers from Councillors to attend the event as elected representatives.

24057 Minutes: It was **RESOLVED that the Minutes of the meeting held on Tuesday 4th June 2024 be approved.**

24058 Public participation and information only updates: No members of the public present.

Actions & Updates: The TC&RFO reported on actions and progress since the last meeting, specifically advice on the provision of local services as reported recently to Carnforth Town Council.

In response to a question, Councillor were advised that the recently purchased Public Address system will have 'paid for itself' after just five events. **ACTION: TC&RFO to develop a template and procedure for the hire of the Council's PA system by community groups and other organisations.**

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

24059 Carnforth (Highfield) Allotments: It was reported that four people on the Allotment waiting list have been contacted regarding the two currently available plots. All have declined to take up the offer, having already secured an allotment elsewhere or no longer interested.

There are still 19 names on the waiting list and offers will continue to be made until the plots are successfully let. There followed a discussion on how the process could be improved and ways in which people can be incentivised to take up an allotment.

It was agreed that further consideration on the arrangements for introducing a regular and formal inspection of individual plots and maintenance of the site, as well as ways in which people can be incentivised and encouraged to reap the long-term benefits of allotments will be pursued once the district-wide report on allotments has been published and considered by Councillors.

It was then **RESOLVED that the updates, actions and plans for Carnforth (Highfield) Allotments be noted.**

24060 Civic Hall: Councillor Roe was thanked for providing cover for the opening and closing of the building when the Facilities Manager was on annual leave.

The TC&RFO provided an overview of ongoing actions and discussions with the Council's appointed Solicitors regarding the potential for the release of covenants on the building and the lease with permanent users. It is hoped that a further updated can be provided in the coming days and weeks.

The Facilities Manager requested permission to 'strip and re-seal' the hall floor between 19th and 21st July.

After some comments, it was **RESOLVED that the updates and actions be noted and that the Civic Hall be closed 19th – 21st July to enable essential work to be carried out on the Hall floor.**

24061 Crag Bank Village Hall: The TC&RFO reported that, as instructed, he has now written to all users of the building to update them on the latest position on the major plans to improve. There has been favourable feedback so far.

The Committee were advised that the gas engineer continues to be chased about the potential cost for a replacement flue to the building.

The TC&RFO then presented draft terms of reference for the Crag Bank Village Hall Working Group, setting out the general function, purpose and membership, funding considerations, broad construction plan the reporting and communication strategy.

There followed a discussion in which it was acknowledged that the project will need time, commitment and resources to meet the expectations of the local community. It was suggested that any 'Advisory Group' for the project be limited to representation by one member from each of the User groups as well as others as required.

Councillors Downes, Grisenthwaite and Roe have so far put themselves forward as members of the working group.

It was then **RESOLVED that Carnforth Town Council approves the draft terms of reference and that, in the early stages of the project, the working group reports directly to the Finance & Governance Committee.**

24062 Environment & Public Realm: The TC&RFO presented the written report of the Outdoor Maintenance Officer setting out activities in the last month and plans for the coming weeks. The TC&RFO then outlined the details of a map, previously provided by Lancaster City Council, setting out the location of litter and dog waste bins within the Carnforth boundary.

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Thursday 11th July 2024 at 6:30pm

Present: Councillors Grisenthwaite (Chair), Hanna, Jones, Richmond and Roe

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO)

24098	Apologies: Apologies were received from Councillors Laurence and Smith
24099	Declaration of interests and dispensations: There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.
24100	Urgent Business: It was reported that a panel of Councillors had carried out interviews for the Councillor vacancy in the Crag Bank Ward. The recommendation of the panel for the preferred candidate was endorsed by the Finance & Governance Committee and will be reported to full Council on 17 th July 2024 for approval.
24101	Minutes: It was RESOLVED that, subject to a minor amendment, the Minutes of the meeting held on Thursday 13th June 2024 be approved.
24102	Public Participation: There were no members of the public present
24103	Actions & Updates: The TC&RFO provided an update on actions since the last meeting. Progress in the last month has been limited but outstanding matters will be actioned before the August meeting of the committee. It was then RESOLVED that the updates and planned actions be noted.
24104	Payments List: The TC&RFO presented a list of payments awaiting authorization. After some questions and comments, it was RESOLVED that the payments list be recommended to Carnforth Town Council for approval.
24105	Budget Monitoring & Bank Reconciliation: The Committee considered the following reports: 1) Bank Reconciliation: Councillors considered the <i>Bank Reconciliation Report</i> as at 30 th June 2024 (Month 3). Reconciled balances as at that date were £190,128. 2) Summary Report: Councillors also considered the detailed <i>Summary Report of Receipts and Payments</i> as at 30 th June 2024. The TC&RFO highlighted costs incurred at recent Civic events and higher than expected cleaning costs covering staff absences in recent weeks. It was also reported that savings are being made on energy following the recent switch to a new contract arrangement. It was then RESOLVED that financial reports as at 30th June 2024 be accepted
24106	Community Benefit Fund: The Committee considered two applications for Community Benefit Fund. After some comments it was, regrettably, RESOLVED that both applications be declined as neither fully meet the required criteria for the award of Community Benefit Fund.

24107 Governance & Staffing: The following matters were discussed:

- 1) **Working Groups:** It was reported that Councillors volunteering to be members of the **Residents Parking Working Group** are: Councillors Grisenthwaite; Hannah, Parker and Smith. Member of the **Crag Bank Village Hall Working Group** are: Councillors Downes; Grisenthwaite and Roe, and one vacancy.

After some discussion, it was **RESOLVED that arrangements be made for both working groups to meet soon to commence the work relating to each project, reporting to committees and the Council as required.**

- 2) **Administrative Clerk:** As requested, the TC&RFO produced a paper setting out the cost of increasing the hours of the Administrative Clerk from 10 to 15 hours per week and the TC&RFO reaffirmed what additional work will be covered through the extra hours. After some comments, it was **RESOLVED that monthly working hours be increased from 10 to 15 with effect from 1st August 2024.**

- 3) **Council and Committee agenda items:** The TC&RFO reported that following approval of the procedure for Confidential items the Council and Committee agenda will now include an appropriate agenda item. So called, *'Part 2 Minutes'* on anything agreed as being confidential will be subsequently circulated to all Councillors and not published with the main meeting Minutes. Any confidential matters should not be discussed outside the meeting, including between Councillors.

The TC&RFO informed the Committee that a Councillor had requested an agenda item for the next meeting of Carnforth Town Council. As the legally appointed 'Proper Officer' of the Council with direct responsibility for the agenda the TC&RFO explained the reasons why, on this occasion, he had determined that the suggested item would not be included as a specific and separate agenda item.

There followed a discussion on the circumstances leading up to the request being made together with a potential solution to correct this and avoid any further occurrence

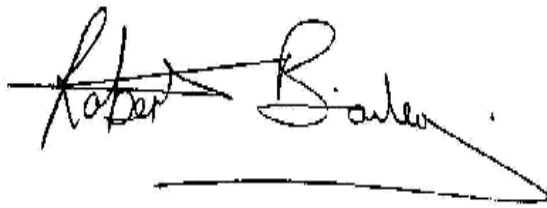
ACTION: TC&RFO to develop a protocol and supporting documentation to enable Carnforth Town Council to determine the purpose and impact of any requests from outside organisations for support, in whatever form, from Carnforth Town Council

(NOTE: This to be distinct from the current Project Mandate template / process that will continue to be used for Council-run projects)

24108 Items for next Agenda: Working party updates to be a standing items on Committee agenda.

24109 Date of next meeting: The next scheduled meeting of the Finance & Governance Committee is **Thursday 8th August 2024 at 5:30pm at the Carnforth Office.**

The meeting closed at 7:25pm

A handwritten signature in black ink. The name "Robert B. Baker" is written in a cursive style. The word "Robert" is on the left, "B." is in the middle, and "Baker" is on the right. A horizontal line is drawn across the signature, starting from the left edge of the page and extending past the end of the signature.

Town Clerk & Responsible Financial Officer

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
73	War Memorial Centenary	20/05/2024		General account	BACS	War Memorial Cleaning	Butterworth Cleaning Servi	S	1,386.00	277.20	1,663.20
											1,663.20
124	CBVH - Building Assessment &	27/06/2024		General account	BACS	Mechanical & Electrical survey	MGB Technical Services	Z	1,400.00		1,400.00
											1,400.00
125	LANPAC Subscriptions	01/07/2024		General account	BACS	LANPAC subscription	LANPAC Ltd	Z	60.00		60.00
											60.00
126	CBVH - Building Assessment &	01/07/2024		General account	BACS	Fundraising commissioning	117 Consulting Ltd	Z	581.50		581.50
											581.50
127	Town Mayor Allowances & Expi	01/07/2024		General account	BACS	Armed Forces Day refreshment	Brief Encounter Bistro	S	125.10	25.02	150.12
											150.12
129	CCH - Cleaning & Hygiene	01/07/2024		General account	BACS	Cleaning & catering supplies	Thomas Graham	S	44.98	9.00	53.98
129	CBVH - Cleaning & Hygiene	01/07/2024		General account	BACS	Cleaning & catering supplies	Thomas Graham	S	44.98	9.00	53.98
											107.96
140	Allotments - Repairs & Mainten	03/07/2024		General account	BACS	Materials	Travis Perkins	S	15.79	3.16	18.95
											18.95
148	Armed Forces Day	08/07/2024		General account	BACS	Printing Services	Bay Typesetters	Z	35.00		35.00
148	Carnforth Fringe	08/07/2024		General account	BACS	Printing Services	Bay Typesetters	Z	75.00		75.00
148	Carnforth Fringe	08/07/2024		General account	BACS	Printing Services	Bay Typesetters	S	165.00	33.00	198.00
148	Carnforth Fringe	08/07/2024		General account	BACS	Printing Services	Bay Typesetters	S	60.00	12.00	72.00
148	Newsletter	08/07/2024		General account	BACS	Printing Services	Bay Typesetters	Z	660.00		660.00
148	Newsletter	08/07/2024		General account	BACS	Printing Services	Bay Typesetters	Z	660.00		660.00
148	Newsletter	08/07/2024		General account	BACS	Printing Services	Bay Typesetters	S	440.00	88.00	528.00
148	Newsletter	08/07/2024		General account	BACS	Printing Services	Bay Typesetters	S	440.00	88.00	528.00
											2,756.00
152	CCH - Cleaning & Hygiene	10/07/2024		General account	BACS	Cleaning contract	Simply Clean	S	160.00	32.00	192.00
											192.00
153	Legal Services	11/07/2024		General account	BACS	Legal services	Ratcliffe & Bibby	S	807.00	161.40	968.40
											968.40
Total									7,160.35	737.78	7,898.13