

46 – 48 Market Street
Carnforth
LA5 9LB
Tel: 07828254149
Email: clerk@carnforhtowncouncil.gov.uk



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 18th September 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 18th SEPTEMBER 2024 at 6:30pm

- 24111. Apologies:** To receive apologies
- 24112. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 24113. Urgent Business:** To consider matters of urgent business
- 24114. Minutes:** To consider Minutes of the meeting held on Wednesday 17th July 2024
- 24115. 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)
- 24116. 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
24/00847/CU	Retrospective change of use of shop to nail and beauty salon - 31 Market Street, Carnforth LA5 9JX Recommendation: Support the planning application in principle

- 24117. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications
- 24118. Town Development & Planning Committee:** To consider report of committee meeting held on 5th August and 2nd September 2024
- 24119. Property & Environment Committee:** To consider report of Property & Environment Committee meeting held on 6th August and 3rd September 2024
- 24120. Finance & Governance Committee:** To consider report of Finance & Governance Committee meetings held on 8th August and 4th September 2024
- 24121. Payments for Authorisation:** To consider for approval payments awaiting authorisation
- 24122. Correspondence:** To consider correspondence received since the last meeting



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 24123. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 24124. 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
- 24125. Date of next meeting:** Wednesday 16th October 2024 at 6:30pm

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

Town Clerk & Responsible Finance Officer

13 September 2024

Tel: 07828254149 Email: clerk@carnforhtowncouncil.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; Parker; Smith (Part); Richmond and Roe and Turner

In attendance: Bob Bailey, Town Clerk & Responsible Financial Officer (TC&RFO); Ward Councillors Belcher and Stubbs. County Councillor Williamson, Town Crier, Mel Guilding, Town Crier and Kieran Sowerby

24095 Apologies: Apologies were received and accepted from Councillors Laurence and Turner.

24096 Declaration of interests and dispensations: Declarations of interest relating to connections with local organisations were made and accepted.

24097 Urgent Business: The Town Mayor reported that interviews for the Councillor vacancy in the Crag Bank Ward had taken place and it was unanimously **RESOLVED that the Recommendation of the interview panel be approved.** Councillor Kieran Sowerby was then formally welcomed to Carnforth Town Council and joined the meeting.

24098 Minutes: It was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 19th June 2024 be approved.**

24099 Adjournment for public discussion and information only updates.

- 1) **Public Discussion:** No representations were made.
- 2) **Town Mayor & Councillor updates / matters:** The Town Mayor reported that she had opened the Carnforth Carnival and Carnforth Fringe Festival and attended a recent meeting of the Chamber of Trade where their conclusions and recommendations from a customer consultation on parking matters was discussed. Councillors acknowledged that with sufficient preparation the Council's stall at the Carnival could have generated more interest. Councillor Smith reported on the Carnforth Fringe to date and then left the meeting. Councillor Grisenthwaite provided an update on actions in relation to the planning applications submitted to Lancashire County Council in relation to Back Lane and Leapers Wood Quarry proposals. It was reported that both Over Kellet and Nether Kellet Parish Council's will also be considering the proposals and have been notified of Carnforth Town Council's submission. Councillor Grisenthwaite also reported on the recent Annual General Meeting of the 2246 Carnforth Squadron.



Carnforth Town Council

The Town Crier commented on the success of the recent D-Day 80 event and reminded the Council that the 79th Anniversary of Victory over Japan Day is 15th August when she will do a Cri.

- 3) **Reports of County & Ward Councillors:** Ward Councillors Belcher and Stubbs reported on a range of matters, including:
- Parking matters considered at the meeting of the Chamber of Trade and proposals; **ACTION: Town Development and Planning Committee to consider**
 - A request that an Outdoor Gym to be established; **ACTION: Town Development and Planning Committee to consider**
 - A determination following a planning review that there is an insufficient provision of sports activities and services in Carnforth;
 - Lancaster District Local Plan Review, and;
 - Actions and updates on Casework

County Councillor Williamson then reported on matters including:

- Electric charging points provision and usage;
- A607 development works being 'on-track';
- Planning enforcement action on the site at Preston Street;
- Continuation of the devolution proposals for Lancashire;
- Establishing a 'Friends of Carnforth Library' group, and;
- Lancashire County Council hosting the Convention of the North in February 2025.

- 4) **Reports from outside bodies:** There was a report on the plans made by the Carnforth & District Twinning Association for the visit of representatives from Sailly-sur-la Lys from 21st – 25th August.

- 5) **Clerk's Report:** The Clerk presented his report which provided guidance on the constitution, functions and reporting requirements of working groups; publication of the district-wide Allotments Review; collaboration with Lancaster City and Lancashire County Council's on the state of the development on Preston Street and commentary on the recent Co-option process.

ACTION: All Councillors to note the advice on the functions of Working Groups and Property & Environment Committee to consider the [Lancaster District Allotments Review](#)



Carnforth Town Council

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

24100 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
24/00338/FUL	Erection of a detached dwelling – Land West of Hunting Hill Lodge, Hunting Hill Road, Carnforth RESOLVED: Support in principle
24/00729/PAD	Prior approval for the demolition of an existing holiday let – Deroy Cottage, Hawk Street, Carnforth LA5 9LA RESOLVED: Support in principle
Traffic Regulation Orders:	
There were no Traffic Regulation Orders to consider	

24101 Carnforth Air Quality Area: The TC&RFO reminded Councillors that a Senior Environmental Health Officer from Lancaster City Council had previously presented to Councillors detailed findings of the Air Quality review of the Carnforth Air Quality Management Areas (AQMA). The AQMA covers the junction of Market Street and A6 Lancaster Road/Scotland Road and data taken since 2007 shows that there has been a consistent decline of nitrogen dioxide. Current levels are significantly below national thresholds and, following consultation, Lancaster City Council has now made the decision to revoke the Carnforth AQMA.

After some comments, it was **RESOLVED that the revocation of the Carnforth AQMA be noted and welcomed and that the TC&RFO arranges for information be provided to residents on the Council's website and social media.**

24102 Carnforth Civic Hall: The Council **RESOLVED that, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this agenda item, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings.**



Carnforth Town Council

24103 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.**

24104 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 1st July 2024, including:

- 1) **Resolution** that the Local Policing Team be granted permission to run a crime prevention event at Carnforth Civic Hall on 14th August;
- 2) **Action** that the TC&RFO drafts a policy on the use of the War Memorial Gardens for community and commercial events;
- 3) Chamber of Trade presentation on the outcomes from their recent parking survey;
- 4) **Recommendations** to full Council on planning applications and traffic regulation orders received at the time of the meeting;
- 5) Updates from working groups and a **Recommendation** that Carnforth Town Council approves the Terms of Reference for the Residents Parking Working Group;
- 6) Updates on planned events, and
- 7) Agreement that proposals for reusable banners/signs on the town's heritage and community be considered at the August meeting of the committee.

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

24105 Property & Environment Committee: Councillor Richmond reported on the recommendations, updates and actions arising from the meeting of Property & Environment Committee held on 2nd July 2024, including:

- 1) **Action** that TC&RFO drafts a procedure for the hire of the Council's Public Address system by community groups and other organisations;
- 2) Update on Carnforth (Highfield) Allotments and management of the Waiting List for plots;
- 3) **Resolution** that Carnforth Civic Hall be closed from 19th – 21st July to enable essential work to be carried out on the Hall floor;



Carnforth Town Council

- 8) **Recommendation** that Carnforth Town Council approves the Terms of Reference for the Crag Bank Village Hall Working Group and that it reports directly to the Finance & Governance Committee whilst funding for the project is being sought;
- 4) Update on the work of the Outdoor Maintenance Officer and actions to install planters and power wash Ashtrees Way, and;
- 5) An update on Lancaster City Council's roll out of bin sensors.

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

24106 Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations, updates and actions arising from the meeting of the Town Development & Planning Committee held on 11th July 2024, including:

- 1) **Recommendation** that Carnforth Town Council approves all payments awaiting authorisation.
- 2) Bank Reconciliation and Summary report for month ending 30th June 2024 (Month 3);
- 3) Decision that two applications for Community Benefit Funds did not meet the required criteria;
- 9) Updates on the recommendations for new working groups and a **Recommendation** that work designated to each of these should commence in August;
- 10) A **Recommendation** that Carnforth Town Council approves that the working hours for the post of Administrative Clerk be increased to 15 per week, and;
- 11) **Action** that the TC&RFO develops a protocol and supporting documentation for determining the purpose and impact of any requests for Carnforth Town Council support and resources from outside organisations.

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

24107 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**

24108 Correspondence: Following a question on the purpose of this agenda item, it was **RESOLVED that correspondence received in the last month be noted**



Carnforth Town Council

- 24109** **Items for next Agenda:** Report on the proposals arising from the Carnforth Chamber of Trade parking survey; Working Group updates.
- 24110** **Confidentiality:** It was **RESOLVED** that agenda item 24102 be recorded as confidential and included in 'Part 2' of these Minutes for circulation to Councillors only
- 24111** **Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on **Wednesday 18th September 2024 at 6:30pm**. The meeting closed at 8:15pm.

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Town Clerk & Responsible Finance Officer



Carnforth Town Council

Planning Application Comments & Decisions

September 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	Application Permitted
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	Application Permitted



Carnforth Town Council

Planning Application Comments & Decisions

September 2024 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
LANCASTER CITY COUNCIL PLANNING APPLICATIONS		
24/00619/FUL: Erection of a single storey extension - & Johnson Close, Carnforth LA5 9UJ	Support the planning application in principle	Awaiting Decision
24/00338/FUL: Erection of a detached dwelling – Land West of Hunting Hill Lodge, Hunting Hill Road, Carnforth	Support the planning application in principle	
24/00729/PAD: Prior approval for the demolition of an existing holiday let – Deroy Cottage, Hawk Street, Carnforth LA5 9LA	Support the planning application in principle	Prior Approval Granted

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

Draft Minutes of the meeting held on 5th August 2024

Present: Councillors Grisenthwaite (Chair), Downes, Gardner, Hanna, Richmond, Roe and Smith

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

24075 **Apologies:** Apologies were received from Councillors Laurence and Parker

24076 **Declaration on interests and dispensations:** There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.

24077 **Urgent Business:** The following matters were considered:

- 1) **Changes to the National Planning Policy Framework (NPPF):** The TC&RFO referred to a recent letter received from Lancaster City Council's Chief Officer – Planning & Climate Change regarding a national consultation on reforms to the national planning system.

The letter outlines the consultation process and outlines the significant changes proposed, particularly in terms of Local Plans, Green Belt land and housing targets.

It was noted that Lancaster City Council intends to make a representation and that this will be made public.

There followed a discussion on the potential impact of the proposed changes on the planned review of the Carnforth Neighbourhood Plan and whether, at this stage, Carnforth Town Council wished to submit its own representation.

Councillor Hanna advised that Lancaster City Council have issued a statement on the NPPF reforms and can share a briefing on the proposed changes.

ACTION: Councillor Hanna to share the recent briefing and inform Carnforth Town Council of any further updates and advice from Lancaster City Council.

It was then **RESOLVED that Lancaster City Council be requested to inform Parish/Town Councils of the outcome of the consultation on the National Planning Policy Framework (NPPF) and other reforms and the impact that this might have on local neighbourhood plans.**

- 2) **Carnforth Area Regeneration Partnership Ltd (CARP):** Councillor Hanna reported that he had requested Lancaster City Council's Legal Services to investigate an application made by CARP to strike the company off the register and whether any residual assets should remain available to Carnforth and the surrounding area.

ACTION: Councillor Hanna to report back to Carnforth Town Council on the outcome of the investigation and any intervention required.

24078 Minutes: The TC&RFO reported that he had carried out the actions from the July meeting as directed. It was then **RESOLVED that the Minutes of the meeting held on Monday 1st July 2024 be accepted.**

24079 Public participation and information only updates: There were no members of the public present.

The Chamber of Trade representative reported on the latest position regarding the Christmas Lights Switch-on. The Chamber welcome any ideas and a discussion on whether the event could be run in collaboration with Carnforth Town Council.

The broad arrangements for previous years Christmas Switch were outlined, together with funding arrangements in the past. Councillors to their next meeting on Monday 12th August. The Chamber of Trade strives to improve its offer to local businesses and encourage new membership and there followed a broad discussion on economic development supported by Lancaster City Council.

The Chamber of Trade also advised that Booths Ltd are considering alternative ways to manage their car park on Scotland Road. **ACTION: TC&RFO to write to the manager of Booths Carnforth and/or their Estate Services to request detailed information on their proposals.**

24080 Planning Applications: The Committee considered the following planning applications:

Planning Applications	
Application No:	Description
24/00619/FUL	Erection of a single storey side extension – 7 Johnson Close, Carnforth, LA5 9UJ DELEGATED DECISION: Support in principle
Traffic Regulation Orders:	
Back Lane, Nether Kellet from its junction with Main Road for distance approximately 15 metres – from 08:00 on Monday 2 nd September 2024 until 17:00 on Friday 27 th September or until completion of the works within this period	
A6070 B6254 to M6 roundabout junction 35 to the junction with the roundabout on A6 Scotland Road between 20:00 and 06:00 hours from Monday 12 th until Wednesday 14 th August	

After some comments, it was **RESOLVED that the planning application be supported in principle and the two road closures noted.**

24081 Public Highways & Open Spaces: There were no matters for discussion.

24082 Town Development: The committee considered the following events, updates and opportunities:

- 1) **Carnforth heritage/promotional banners:** As requested, the TC&RFO reported on the recommended printing options and costs associated with having a range of banners welcoming visitors to the town and celebrating the towns heritage and community. Councillors thanked Councillor Downes for the designs, and it was then **RESOLVED that Councilor Downes and the TC&RFO arrange for banners to be produced.**
- 2) **Carnforth Fringe:** Councillor Smith reported on the Carnforth Fringe, thanking Councillors who had attended performances. This year, the event had increased from 3 to 9 days and had brought a cultural experience of poetry, music, comedy, theatre and dance to the town, with all performances being 'free'. Funding of the event has been a challenge and numbers attending performances varied. Any feedback would be appreciated.
- 3) **Halloween Event:** Councillor Richmond presented the Project Mandate for a '*Pumpkin in the Window Competition*' – an entirely '*citizen-led*' competition with a small cash prize being available to the winner(s). After some comments it was **RESOLVED that the competition be run in the lead up to Halloween this year.**
- 4) **VJ Day:** It was reported that Victory in Japan day is Thursday 15th August. The Town Crier will do a Cri at the War Memorial Gardens at 10:30hrs. It is understood that some veterans will be in attendance and all Councillors are invited to attend. No service is planned.
- 5) **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.**

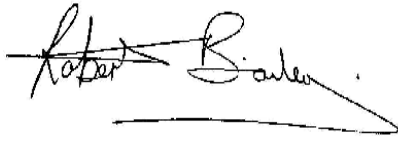
24083 Working Groups: Councillor Grisenthwaite read out a report from Councillor Laurence on the War Memorial Centenary event on 9th November. Several tasks need to be completed in the coming weeks.

The TC&RFO has completed the Road Closure application for both 9th and 10th November (Remembrance Day) and shared these with the traffic management company who have subsequently submitted traffic management maps and costs for comment/approval.

The TC&RFO advised that the quotation for the War Memorial Centenary was within budget and that the cost for Remembrance Day was unchanged from last year.

It was noted that the plan for traffic management on 9th November may be subject to some amendment but **RESOLVED that, in principle, both plans be approved with costs being reported to the Finance and Governance Committee.**

24084 **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 2nd September 2024 at 5:30pm**. The meeting closed at 6:30pm

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

Town Clerk and Responsible Financial Officer

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 2nd September 2024

Present: Councillors Parker (Chair), Downes, Gardner, Grisenthwaite; Hanna; Jones; Laurence; Richmond, Roe, Smith and Sowerby

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

24085 Apologies: There were no apologies

24086 Declaration on interests and dispensations: There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.

24087 Urgent Business: The following matters were considered:

- 1) Dangerous Road Sign:** The large road sign on Market Street close to the War Memorial Gardens is in a very poor state and has been reported to County Highways;
- 2) Planning:** A resident has claimed that a wall has been erected without proper planning permission. **ACTION:** Councillor Hanna to follow up with the Planning Enforcement team.

24088 Minutes: The TC&RFO reported that he had carried out the actions from the August meeting as directed. It was then **RESOLVED that the Minutes of the meeting held on Monday 5th August 2024 be accepted.**

24089 Public participation and information only updates: The Chamber of Trade representative invited Councillors to a meeting with an illuminations supplier on Tuesday 3rd September to consider options for the Christmas Lights Switch-on. **ACTION: TC&RFO to approach Lancaster City Council to determine whether they can provide any support**

The Committee were reminded that Booths Ltd are considering options for the future management of their car park on Scotland Road. **ACTION: Councillor Smith to follow up with the manager at Booths Carnforth.**

24090 Planning Applications: The Committee considered the following planning applications:

Planning Applications	
Application No:	Description
24/00847/CU	Retrospective change of use of shop to nail and beauty salon - 31 Market Street, Carnforth LA5 9JX RECOMMENDATION: Support in principle
Traffic Regulation Orders:	

After some comments, it was **RESOLVED that Carnforth Town Council be recommended to support the planning application in principle.**

24091 Carnforth Neighbourhood Plan Review: Councillor Smith presented a paper on progress against the Carnforth Neighbourhood Plan (CNP) 2020 -2024 and suggestions for developing a 'Business Plan'.

It was acknowledged that a formal review is on hold awaiting the outcome of the Lancaster District Local Plan but Councillors are asked to consider the summary of progress towards achieving the long-term CNP objectives; developing a business plan and proposed actions going forward.

At this point, Councillor Smith requested comments on the Town Council's plans for events going forward and feedback on the recent Carnforth Fringe. In the ensuing discussion, it was the general opinion that events promoting and benefitting the town are supported and that the Town Council should continue to provide community and civic events that have been very successful in recent years.

Councillor Smith then introduced a member of the public, a professional poet, who set out proposals for his designation as the Poet Laureate for Carnforth and the benefits that this could bring in promoting the town. He also suggested a poetry workshops in school and a 'Junior Poer Laureate competition'. Councillors were advised that there would be no cost to these proposals but that he would welcome the Town Council's support on these endeavors. After some discussion, comments and questions, Councillor Smith and the member of the public were thanked, and it was **RESOLVED that:**

- 1. The paper on the CNP review and business planning be circulated to all Councillors for consideration at Committees and full Council;**
- 2. Proposals for Poet Laureate for Carnforth and support for poetry workshops and competition be set out in a Project Mandate for consideration.**

24092 Public Highways & Open Spaces: The following matters were discussed:

1. A visitor to the town has contacted the Council about the lack of parking provision in the town. Councillor Parker has replied acknowledging that this is an ongoing concern for Carnforth Town Council and that the Council continues to advocate for major improvements as identified within the Carnforth Neighbourhood Plan

2. A wall on the A6 near Crag Bank roundabout is collapsing

ACTION: TC&RFO to report

3. The site at Preston Street continues to be cleared

24093 Town Development: The committee considered the following events, updates and opportunities:

- 1) **Carnforth heritage/promotional banners:** Designs have been sent to the printers for the banners to be produced.

- 2) **Halloween Event:** The Pumpkin decorating/carving competition to be promoted soon

24094 Working Groups: The following updates from working groups were considered:

1) **War Memorial 100th Anniversary Working Group:** Councillor Laurence and Grisenthwaite gave an update on recent actions and outlined those that are planned in the coming weeks. Councillor support in implementing the actions and on the day of the event was requested. The WG will be meeting twice a month (in person and virtually) in the run up to the event.

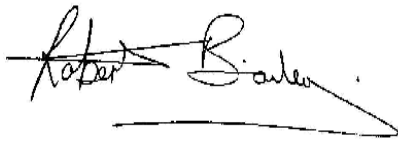
There followed a discussion and, agreement in principal, for a souvenir booklet of the event to be designed and published for distribution to pupils in the local schools. Local community groups are helping with making poppies and bunting for the event.

2) **Christmas Lights Working Group;** Councillors to attend the meeting arranged by the Chamber of Trade with a illuminations contractor and report back

3) **Residents Parking Group:** Councillor Grisenthwaite provided a short update as information from Lancashire County Council is awaited.

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

24095 Date of next meeting: The next meeting of the Town Development & Planning Committee is due to be held on **Monday 7th October 2024 at 5:30pm**. The meeting closed at 6:35pm



Town Clerk and Responsible Financial Officer

Part 2 Confidential Minutes of Town Development & Planning Committee on Monday 2nd September 2024

Present: Councillors Parker (Chair), Downes, Gardner, Grisenthwaite; Hanna; Jones; Laurence; Richmond, Roe, Smith and Sowerby

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

24096 Carnforth Area Regeneration Partnership Ltd (CARP): Councillor Grisenthwaite requested a further discussion following the winding up of the CARP Ltd.

Councillor Hanna reported that he has written to the Canal & Rivers Trust requesting information on how the money given to them by CARP (£43k) has been/will be used. Advice from Lancaster City is still awaited.

After some discussion on how the Town Council can legally object to the action taken by CARP, it was **RESOLVED that Councillor's Hanna and Grisenthwaite will draft a letter for submission to Companies House.**

PROPERTY & ENVIRONMENT COMMITTEE

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

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

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

24065 Apologies: Apologies were received from Councillors Grisenthwaite and Laurence

24066 Declaration on interests and dispensations: There were no declarations of interest directly relating to items on the agenda

24067 Urgent Business: There were no matters of urgent business not covered by the agenda for the meeting.

24068 Minutes: It was **RESOLVED that the Minutes of the meeting held on Tuesday 2nd July 2024 be approved.**

24069 Public participation and information only updates: No members of the public present.

Actions & Updates: The TC&RFO reported that as directed he has produced a form designed to record any equipment loaned or hired to outside bodies. **ACTION: Finance & Governance Committee be requested to consider the charges for hiring Council equipment as part of the schedule of charges review planned for September.**

It was then **RESOLVED that the update be noted and action referred to the Finance & Governance Committee.**

24070 Carnforth (Highfield) Allotments: The TC&RFO reported on the following matters:

- 1) 1 North has been cleared and is now 4 separate plots – each approximately 71 m² to be known as plots 1A, 1B, 1C & 1D North. All four have immediately been let to people on the waiting list, along with 4B North which has recently become available. There are now 35 plots – including two so-called ‘community plots’;
- 2) Following a social media appeal for interest to be on a new waiting, eight expressions of interest have been received in the first two weeks;
- 3) As a direct consequence of the above appeal a notional company has come forward asking if they can ‘rent some plots’ as part of an objective to help communities ‘tackle loneliness’ **ACTION: TC&RFO to contact the sender and arrange a meeting with Councillors on site to discuss;**
- 4) An inspection regime is now in place and fully recordable through the Scribe Allotments system. Only one plot has failed the inspection. The plot holder has since explained the reasons for the temporary lapse and given until October to address the matters identified.

After some comments, it was **RESOLVED that the updates be noted and action carried out.**

- 24071 Civic Hall:** It was reported the hall floor had been varnished as planned. The Facilities Manager was thanked and it was then **RESOLVED that the update and actions be noted.**
- 24072 Crag Bank Village Hall:** The TC&RFO reminded Councillors that a quotation had now been received to replace the flue at the Village Hall and advised that this action alone would not guarantee that the problems with the existing heating system would be resolved. The TC&RFO reported that he had since met with the gas engineer on site and that a further quotation had now been received that would replace the current heating system and flue with an energy efficient industrial/commercial heater – the details of which were provided. Councillors were all in agreement that, notwithstanding, the longer-term plans for the building an efficient and effective solution needed to be found and installed before Winter. In response to a question the TC&RFO explained that if Councillors were minded to accept this proposal in principle, the Finance & Governance Committee, acting on behalf of Carnforth Town Council, would have to waive Standing Orders on the basis that the work is needed urgently and would be carried out by the existing gas service engineer. **After some discussion, it was RESOLVED that the Finance & Governance Committee be recommended to waive Standing Orders and approve the quotation received subject to advice from the appointed Consulting Engineer for the Crag Bank Village Hall project and/or a site visit with the Gas engineer to discuss the option in more detail.**
- 24073 Environment & Public Realm:** The Outdoor Maintenance Officer reported on work carried out in the last month, thanking Councillors and volunteers for their help with a variety of activities. Winter plants will be required soon for the planters around the town. TC&RFO reported that there had been very positive feedback from residents and businesses following actions on Ashtrees Way in recent weeks including installation of new hanging baskets provided by the Chamber of Trade and a full power wash of Ashtrees Way commissioned by Carnforth Town Council. Three new planters to be filled by Booths Limited own landscape contractors have just been delivered and will be another good addition to that area of the town. Councillor Richmond suggested that an additional picnic bench be installed at Alexandra Park. **ACTION: TC&RFO to enquire whether Lancaster City Council have any available** It was then **RESOLVED that that the updates, actions taken and planned and valued collaboration on improvements to Ashtrees Way be noted.**
- 24074 Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 3rd September 2024.** The meeting closed at 5.55pm

~~Robert~~ Bialek

Town Clerk and Responsible Finance Officer

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 3rd September 2024 at 5:30pm

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

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

24075 Apologies: Apologies were received from Councillor Hanna

24076 Declaration on interests and dispensations: There were no declarations of interest directly relating to items on the agenda

24077 Urgent Business: The TC&RFO reported that a letter had been received from solicitors acting on behalf of the landlord of the office occupied by Carnforth Town Council regarding the current *'Tenancy at will or Licence'*. The solicitors' letter provides a revised *'Heads of Terms'* offer for a period of 10 years and includes a claim for backdated energy and utility costs. After discussion on the original tenancy agreement, it was **RESOLVED that the TC&RFO makes arrangements to seek the advice of the Council's solicitors, without prejudice.**

24078 Minutes: It was **RESOLVED that the Minutes of the meeting held on Tuesday 6th August 2024 be approved.**

24079 Public participation and information only updates: No members of the public present.

Actions & Updates: The TC&RFO reported that actions agreed at the last meeting have been implemented. There were no updates – not covered by the agenda – from Councillors.

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

24080 Carnforth (Highfield) Allotments: The TC&RFO reported on the following matters:

1) The Outdoor Maintenance Officer outlined work carried out recently and it was reported that a substantial amount of his available time is currently being taken up at the Allotments. There followed a discussion on the nature of the work and duration and the likelihood of the current heavy workload continuing.

ACTION: Time spent by the Outdoor Maintenance Officer at the Allotments be directly allocated to the ring-fenced account and that the situation going forward be monitored and reported as required.

2) It was reported that representatives from National Gas Transmission had been shown around the allotments and that a joint initiative involving the Carnforth Integrated Care Community on activities at the allotments helping social isolation / loneliness is being developed for consideration.

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Thursday 8th August 2024 at 5:30pm

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

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

24110 Apologies: There were no apologies

24111 Declaration of interests and dispensations: There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.

24112 Urgent Business: Councillor Roe commented on an application made by CARP Ltd to strike the company off the register (Town Development & Planning Minutes refers). There followed a discussion about residual assets and compliance with the Company's articles of memorandum.

It was then **RESOLVED that, subject to advice from Lancaster City Council, consideration be given to challenging the application and the dispersal of the associated assets.**

24113 Minutes: It was **RESOLVED that, subject to a minor amendment, the Minutes of the meeting held on Thursday 11th July 2024 be approved.**

24114 Public Participation: There were no members of the public present

24115 Actions & Updates: The TC&RFO reported that all actions had been carried out as requested, including initial set up of Working Group meetings and development of a *Request for Service* document to be used whenever outside bodies request a service/function/support directly from Carnforth Town Council.

Subject to a minor amendment, it was **RESOLVED that the updates be noted and that the *Request for Service* form be adopted.**

24116 Closure of Audit: The TC&RFO informed Councillors that the Government appointed external auditors. PKF Ltd, had now completed their review of the Annual Governance and Accountability Return (AGAR) for Carnforth Town Council for the year ended 31st March 2024. The TC&RFO was pleased to report that in the auditors had certified that '*...the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices*' and that the '*...relevant legislation and regulatory requirements have been met*'.

The TC&RFO advised that in accordance with the Accounts & Audit Regulations 2015 a *Notice of Conclusion of Audit* must be published along with the certified AGAR on the Council's website before 30th September and electors given the opportunity to inspect the accounts upon request.

The TC&RFO and Councillors were congratulated on the Council financial management and governance arrangements.

It was then **RESOLVED that the conclusion of the audit for the year ended 31st March 2024 be noted and a statutory notice published.**

24117 Payments List: The TC&RFO presented a list of payments awaiting authorization, including payment for the recent power washing that had been commissioned on Ashtrees Way, which had been positively received by both local businesses and residents.

After some comments, it was **RESOLVED that the payments list be recommended to Carnforth Town Council for approval.**

24118 Budget Monitoring & Bank Reconciliation: The Committee considered the following reports:

1) **Bank Reconciliation:** Councillors considered the *Bank Reconciliation Report* as at 31st July 2024 (Month 4). Reconciled balances as at that date were £171,668.

2) **Summary Report:** Councillors also considered the detailed *Summary Report of Receipts and Payments* as at 31st July 2024.

The TC&RFO highlighted costs incurred, and income received in respect of several budget headings, providing commentary and explanation where required.

It was then **RESOLVED that financial reports as at 31st July 2024 be accepted**

24119 Community Benefit Fund: There were no applications for the Community Benefit Fund.

24120 Committees: The Committee considered the following matters arising from meeting of the Town Development & Planning and Property & Environment Committees:

1) Request that the cost of traffic management for the War Memorial Parade & Service be approved as within the allocated budget for the event (TD&P);

2) Recommendation that Standing Orders be waived and quotation for a replacement heating system at Crag Bank Village Hall be approved, subject to a site visit with the current heating engineer to discuss the suggested solution in more detail (P&E).

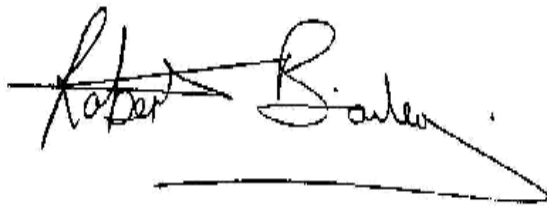
After some discussion, it was **RESOLVED that the request at 1) above be approved and that approval of 2) be subject to more detailed consideration of the suggested heating solution at a meeting on site (ACTION: TC&RFO to arrange).**

24121 Governance & Staffing: The TC&RFO updated Councillors on confidential staffing matters. After which it was **RESOLVED that the update be noted, and further action be taken in due course and reported to Councillors in Part 2 of the Minutes of Carnforth Town Council in September.**

24122 Items for next Agenda: Schedule of Charges

24123 Date of next meeting: The next scheduled meeting of the Finance & Governance Committee is **Thursday 4th September 2024 at 5:30pm at the Carnforth Office.**

The meeting closed at 6:00pm

A handwritten signature in black ink. The name "Robert B. Baker" is written in a cursive style. The word "Robert" is crossed out with a horizontal line. The signature ends with a long, sweeping underline that extends to the right.

Town Clerk & Responsible Financial Officer

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Thursday 4th September 2024 at 5:30pm

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

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

- | | |
|--------------|--|
| 24124 | Apologies: Apologies |
| 24125 | Declaration of interests and dispensations: There were no declarations of interest or requests for dispensations directly relating to matters on the agenda. |
| 24126 | Urgent Business: The TC&RFO reported that the Town Council had received a letter from the Solicitors of the Landlord of the Carnforth Office regarding a significant change to the current agreement, including an annual rent and backdated charges for energy and water costs. There followed a discussion on the arrangements when the original contract was signed, the proposal now being made and its potential impact.

It was then RESOLVED that the letter and proposal be passed to the Council's solicitors for consideration and advice. |
| 24127 | Minutes: It was RESOLVED that the Minutes of the meeting held on Thursday 8th August 2024 be approved. |
| 24128 | Public Participation: There were no members of the public present |
| 24129 | Actions & Updates: The TC&RFO reported that all statutory actions following completion of the external audit had been carried out in accordance with the <i>Accounts & Audit Regulations 2015</i> .

Councillors were also informed that a formal order had been placed for the installation of a new heating system at Crag Bank Village Hall, which will be carried out on 24 th and 25 th October 2024.

It was then RESOLVED that the updates be noted. |
| 24130 | Policy Checklist: The TC&RFO presented a first draft of a policy checklist as requested by the Finance & Governance Committee.

Whilst not yet fully completed the document seeks to ensure that the Council has a clear and consistent set of policies and procedures in place that will help to: <ul style="list-style-type: none">• Ensure compliance with legal and regulatory requirements;• Ensure Councillors and staff are aware of what is expected of them and how things should be done;• Set the standards for the behaviour of Councillor and employee behaviour and performance;• Limit risks and help ensure that there is consistency in the functions and activities of the Council;• Guide the public and other stakeholders on what they can expect from the Council |

It was acknowledged that while there is no expectation or requirement for Councillors to have an in-depth knowledge of each policy, they should have a document, such as the checklist, to refer to when needed.

After some discussion, it was **RESOLVED that draft policy be completed to include a short commentary on the purpose of each policy, the intended reader/stakeholder and links to each document on the Council website**

24131 Scale of Charges: The TC&RFO reminded Councillors that the Internal Auditor had recommended that the 'scale of charges' for Council services and functions be reviewed annually as part of the budget process for the remainder of the current and following financial years. The scale of charges currently in place was adopted on 1st April 2023, since when the Council had agreed to hold the charges into 2024/2025.

After some discussion, taking into account matters relating to plans and matters relating to the hire of Crag Bank Village Hall and Carnforth Civic Hall, it was **RECOMMENDED that Carnforth Town Council increases the cost of one-off (non-contracted) hire of halls by £2 from 1st October 2024 and holds the cost of all other hires until September 2025 at the latest.**

24132 Payments List: The TC&RFO presented a list of payments awaiting authorisation, including fencing erected at Carnforth Allotments and Fire extinguisher and safety checks at Carnforth Civic Hall.

After some comments, it was **RESOLVED that the payments list be recommended to Carnforth Town Council for approval.**

24133 Budget Monitoring & Bank Reconciliation: The Committee considered the following reports:

- 1) **Bank Reconciliation:** Councillors considered the *Bank Reconciliation Report* as at 30th August 2024 (Month 5). Reconciled balances as at that date were £169,102.
- 2) **Summary Report:** Councillors also considered the detailed *Summary Report of Receipts and Payments* as at 30th August 2024.

The TC&RFO highlighted costs incurred, and income received in respect of several budget headings, providing commentary and explanation where required. It was reported that at this stage of the financial year 30% of the total budget had been spent.

It was then **RESOLVED that financial reports as at 30th August 2024 be accepted**

24134 Community Benefit Fund: There were no applications for the Community Benefit Fund.

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
201	Allotments - Repairs & Mainten	09/08/2024		General account	BACS	Fencing	Travis Perkins	S	108.50	21.70	130.20
											130.20
203	Allotments - Repairs & Mainten	13/08/2024		General account	BACS	Various DIY supplies	Travis Perkins	S	69.88	13.98	83.86
											83.86
206	Allotments - Repairs & Mainten	02/09/2024		General account	BACS	Combination lock	Travis Perkins	S	22.52	4.50	27.02
											27.02
227	Management and Admin	04/09/2024		General account	BACS	Salary & expenses	Staff	Z	10.00		10.00
227	Management and Admin	04/09/2024		General account	BACS	Salary & expenses	Staff	Z	71.10		71.10
227	Staff allowances & expenses	04/09/2024		General account	BACS	Salary & expenses	Staff	Z	37.49		37.49
227	Staff allowances & expenses	04/09/2024		General account	BACS	Salary & expenses	Staff	Z	45.00		45.00
											163.59
229	CCH - Repairs & Maintenance	04/09/2024		General account	BACS	Fire Extinguisher Test & Mainte	Walker Fire	S	230.94	46.18	277.12
											277.12
232	CBVH - Hire	05/09/2024		General account	BACS	Refund	Lisa Wilson	Z	36.00		36.00
											36.00
234	CCH - Film Nights	06/09/2024		General account	BACS	Catering	Bookers Ltd	S	107.60	21.52	129.12
234	CCH - Film Nights	06/09/2024		General account	BACS	Catering	Bookers Ltd	Z	129.00		129.00
											258.12
235	Computer	10/09/2024		General account	BACS	Zoom annual fee	Zoom	Z	129.90		129.90
											129.90
236	CBVH - Repairs & Maintenance	10/09/2024		General account	BACS	Gas Services	RTG Gas Services	S	150.00	30.00	180.00
											180.00
237	Town Mayor Allowances & Expi	10/09/2024		General account	BACS	Hospitality	County Hotel	S	17.44	3.46	20.90
											20.90
Total									1,165.37	141.34	1,306.71

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role



Carnforth Town Council

Correspondence – September 2024 meeting



Date	Sender	Topic
16/07/2024	Lancashire County Council	Various Parking Restrictions 23-24 (No2) (894.19214)
16/07/2024	Town Clerk & RFO	Carnforth Town Council Meeting supplementary agenda papers
23/07/2024	Lancaster City Council	Agenda for Planning Regulatory Committee, Monday, 29th July 2024, 10.30 a.m.
24/07/2024	City Councillors – Carnforth & Millhead	Comment on Application LCC/2024/0013 and LCC/2024/0013
24/07/2024	Councillor Richmond	Pumpkin in the window competition - Project Mandate
29/07/2024	Town Clerk & RFO	Working Group - initial meetings
29/07/2024	City Councillors – Carnforth & Millhead	Quarry Consultations - update from planning committee
30/07/2024	Lancashire County Council	Initial Notification: Back Lane, Nether Kellet 2-27/9/24
31/07/2024	Lancaster City Council	Planning application: 24/00619/FUL
31/07/2024	Lancashire County Council	Initial Consultation: A6070 B6254 TO M6 JUNCTION 35, Carnforth 12-14/8/24
31/07/2024	Town Clerk & RFO	Town Development & Planning Committee agenda pack
31/07/2024	PK Littlejohn LLP	LA0042 2023/24 AGAR Section 3 External Auditor Report
01/08/2024	Town Clerk & RFO	Carnforth Town Council - Parts 1 and 2 Draft Minutes July 2024
01/08/2024	LANPAC	Crime Prevention Expo
01/08/2024	Town Clerk & RFO	Finance & Governance Committee agenda pack
02/08/2024	Lancashire County Council	240802-(BB)RE: 240802-A601(M) Improvements-Update Flyer
02/08/2024	Lancaster City Council	Proposed National Planning Reforms
06/08/2024	Town Clerk & RFO	Property & Environment Committee
06/08/2024	Lancaster City Council	Planning Application: 24/00847/CU



Carnforth Town Council

Correspondence – September 2024 meeting



Date	Sender	Topic
07/08/2024	Councillor Hanna	National Planning Reforms
07/08/2024	Lancashire County Council	Preston Street Carnforth
08/08/2024	Town Clerk & RFO	Town Development & Planning Draft Minutes
08/08/2024	Town Clerk & RFO	Property & Environment Minutes
08/08/2024	NALC	Chief Executive's Bulletin
13/08/2024	Lancaster City Council	Litter bin Market Street
13/08/2024	Town Clerk & RFO	Finance & Governance Draft Minutes
13/08/2024	Councillor Hanna	CARP Ltd - update
14/08/2024	LocaliQ	Visit Carnforth Campaign
14/08/2024	Town Clerk & RFO	Heating - Crag Bank Village Hall
15/08/2024	LALC	LALC Conference Programme and booking information
15/08/2024	NALC	NALC events
20/08/2024	NALC	NALC events
02/09/2024	Town Clerk & RFO	Property & Environment Committee Agenda Pack
02/09/2024	Rural Services Network	Invitation to RMTG meeting 10.10.2024
02/09/2024	Councillor Smith	Papers for consideration by Town Development & Planning Committee
02/09/2024	Town Clerk & RFO	Finance & Governance Committee agenda pack
12/09/2024	Town Clerk & RFO	Carnforth War Memorial Centenary 9th November 2024 - Road Closure Application and ESAG