



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend meeting of Town Development & Planning Committee on Monday 2nd June 2025 at 5:30pm at Carnforth Civic Hall

A G E N D A

- 25058. Apologies:** To receive apologies.
- 25059. Election & Terms of Reference:** To elect Committee Chair and Vice-Chair for the municipal year 2025 / 2026 and review Terms of Reference
- 25060. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda.
- 25061. Urgent Business:** To consider any items of urgent business
- 25062. Minutes:** To consider and approve Minutes of meeting held on Monday 12th May 2025
- 25063. 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.
- 1) **Public Discussion:** To allow members of the public to make representations on items on the agenda (Note: Matters raised for items not on the agenda that require a 'decision' may be deferred to a future meeting)
- 2) **Information only updates:** To consider any general updates/matters not requiring a decision including Booths Car Park; Speed Indicator Device, North Road
- 25064. Terms of Reference:** To consider/review the Town Development & Planning Committee Terms of Reference (see attached)
- 25065. Planning Applications & Traffic Regulation Orders:** To consider planning applications, traffic regulation orders and other planning matters.

Planning Applications:

Application No:	Description
25/00581/ADV	Advertising application for non-illuminated external fascia board – 20 Hawk Street, Carnforth LA5 9LA

Traffic Regulation Orders & other traffic notices:

No Traffic Regulation Orders

- 25066. Planning enforcement matters:** To consider any planning enforcement matters and receive an update on any actions including referral of planning application to Planning Regulatory Committee



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- 25067. Public Highways & Open Spaces:** To consider and receive actions / updates on locally related matters
- 25068. Town Development:** To consider and receive any updates on actions / opportunities to develop and promote the town, including:
- Carnforth Annual Town Assembly & Community Awards feedback
 - D Day 6th June
 - Bay Fringe / Big Lunch 2025
 - Booths Car Park
 - Christmas Trees and Christmas Switch-on
- 25069. Date & Time of next meeting:** Monday 7th July 2025

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

Town Clerk & Responsible Financial Officer

Email: clerk@carnforthtowncouncil.gov.uk

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 12th May 2025

Present: Councillors Parker (Chair), Bassinder, Downes, Jones and Laurence,)

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO) and Leah Longhorn, Assistant Town Clerk (ATC)

25047 Apologies: Apologies were received from Councillors Grisenthwaite, Hanna, Szalai and Smith

25048 Declaration on interests and dispensations: There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.

25049 Urgent Business: The Chair, welcomed the Assistant Town Clerk to the committee meeting and Councillors informed that in due course she will be the designated administrator for this committee.

25050 Minutes: Subject to a minor amendment, it was **RESOLVED that the Minutes of the meeting held on Monday 7th April 2025 be accepted.**

25051 Public participation and information only updates: There were no members of the public present and no information updates in addition to matters on the meeting agenda.

25052 Terms of Reference: The TC&RFO presented the Terms of reference (ToR) for the Town Development and Planning Committee for consideration. The ToR defines the scope, responsibilities, and procedures of this committee ensuring clarity and accountability and effective allocation of resources.

After some comment, it was **RESOLVED that a detailed review of the ToR be deferred until after the membership of the committee for 2025/2026 is determined at the May meeting of Carnforth Town Council.**

25053 Planning Applications & Traffic Regulation Orders: There were no planning applications or traffic regulation orders to consider.

Planning Applications

Application Number:	Description
There were no planning applications to consider	

Traffic Regulation Orders & other traffic notices

There were no traffic regulation orders to consider	
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25054 Planning enforcement matters: There were no enforcement matters to discuss

25055 Public Highways & Open Spaces: The TC&RFO reported that a resident had asked Carnforth Town Council to deal with an area of overgrown hedges on Russel Road. This will be referred to Lancaster City Council.

Councillor Smith had requested permission to place a banner on the railings on the outside of the War Memorial Gardens facing Ashtrees Walk. In the subsequent discussion a Councillor queried whether banners could be strewn across Market Street and it was advised that this would be subject to strict County Highways and Health and Safety regulations and require specialist support. **ACTION:** That permission be given subject to confirmation of the size and style of the banner to be fixed to the railings

The TC&RFO reported that Councillor Smith had commented that another speed indicator advice had been installed on North Road as Carnforth Town Council had requested but this time nearer to Market Street and in the same direction as last time. **ACTION:** TC&RFO to contact County Highways Road Safety Manager to clarify their strategy when considering speed data and to request that a speed indicator be installed in the opposite direction in due course.

Councillors have reported overflowing bins in recent weeks which have become a problem again. **ACTION:** TC&RFO to raise with Lancaster City Council and he and arrangements made to meet with City Council officers to discuss the issue regarding overflowing bins

25056 Town Development: There was a discussion on the following matters:

- 1) **Easter Fun Day:** The TC&RFO reported that the event had been well attended throughout and had received very good feedback. Councillor Szalai and the TC&RFO were congratulated on their work in putting the event together and Councillors and volunteers on the day thanked for their support. It was suggested that this be an annual event but reduced from six hours for this year's event.
- 2) **VE Day 80:** This event had also been a success with good attendance and a balanced mixture of celebration, reflection and remembrance. Councillor Laurence and the TC&RFO were congratulated on their work in putting this event together and Councillors, the Town Crier, Carnforth Community Choir and volunteers on the day thanked for their support
- 3) **Bay Fringe / Big Lunch 2025:** The TC&RFO gave an updated provided in writing from Councillor Smith provided a further update on plans for the Bay Fringe 2025. It was reported that funding for the Big Lunch had been declined, although £5,000 is in the Council's budget to incorporate this event.
- 4) **Other matters:** Councillor Downes reported on the Capturing Carnforth event at Carnforth Library that had been of great interest to residents. The organisers have since requested to attend the Annual Town Assembly.

Councillor Downes also referred to a 'Welcome to Ulverston' booklet and suggested that something similar would be good for Carnforth. **ACTION:** Consider position with the similar booklet produced by Carnforth Rotary and whether there is an opportunity to supplement or enhance this in collaboration with Carnforth Town Council.

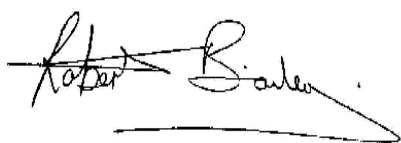
90 minute emergency first aid' session(s) provided by North West Branch of the British Red Cross have been offered for any residents to attend. **ACTION:** Councillor Downes to liaise with the ATC to arrange a suitable venue and dates.

The Town Mayor (elect) has accepted the invitation to attend the Lancaster and Morecambe Armed Forces Day on 21st June.

The next scheduled Civic Events are: D-Day remembrance on June 6th and Victory in Japan 80 on August 15th. **ACTION:** That arrangements be made for these events in the coming weeks.,

After some comments, it was then **RESOLVED that updates and actions be noted and that progress be reported to future meetings of the committee as necessary**

25057 **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 2nd June at 5:30pm**. The meeting closed at 6:25pm



Town Clerk and Responsible Financial Officer



Town Development and Planning Committee

Terms of Reference

MEMBERSHIP:

- Five Councillors and/or Town Mayor or Deputy Mayor
- Membership of the Committee will be decided at the Annual Meeting of the Town Council
- First meeting to elect chair of Town Development and Planning Committee
- A quorum will be three members
- Invite Chamber of Trade and other organisations as relevant

MEETINGS:

- The Committee will meet every month but may conduct business about routine planning matters by email as required;
- A record of all planning applications, the responses of the Town Council and the decisions taken by the planning authority will be recorded in the minutes of the Town Council;
- The Clerk will minute all meetings of the Town Development and Planning Committee and the minutes will be submitted to the Town Council at the next meeting for debate;
- The Clerk is responsible for submitting responses to the Town Council including recommendations and reasons for decision
- Meet annually with the Finance and Governance Committee to agree forward planning and budgetary requirements for the following financial year.

DELEGATED POWERS AND RESPONSIBILITIES – TOWN DEVELOPMENT: In line with budgets set by the Governance & Resources Committee the Committee has delegated authority and responsibility as set out below:

- 1) plan, develop and promote festivals/events and the town in line with budgets set by the Finance & Governance Committee with the aim of adding value to the Town for businesses, visitors and local people
- 2) invite organisations to present ideas on festivals and events and promoting the town;
- 3) seek the views of the local community on how the programme of festivals and events should be developed;



Town Development and Planning Committee

Terms of Reference

- 4) ensure that partnership agreements are in accordance with Standing Orders & Financial Regulations;
- 5) work in partnership with the local community and other organisations to maximise the scope and funding opportunities for festivals and events and promotion of the town;
- 6) prepare relevant criteria for the award of funding by the Town Council for festival and event provision including preparation of the relevant application forms and guidance notes, and to prepare an annual timetable for the advertisement, receipt and consideration of funding applications;
- 7) Award of funding to festivals and events within the town and to make recommendations to Council
- 8) Instigate an evaluation of festivals and events supported to ascertain added value to the local community.
- 9) Deliver key objectives set out in the emerging Carnforth Neighbourhood Plan relating to Town Development, specifically:
 - To support initiatives that encourage tourism which will enhance the local economy and seek to retain and create local enterprises (CPN Objective 2)
 - To support the growth of employment uses within Carnforth, including supporting diversification of employment within Carnforth (CPN Objective 5)
 - To promote, preserve and support opportunities for community events (CPN Objective 8)
 - To ensure that the desired pedestrian access to all retail spaces in the Town Centre is given top priority (CPN Objective 9)
 - To ensure that the rich heritage assets of the town can be appreciated by residents and visitors with better public access, better public realm and less traffic impact (CPN Objective 10)



Town Development and Planning Committee

Terms of Reference

DELEGATED POWERS AND RESPONSIBILITIES – PLANNING DEVELOPMENT &

POLICY: The Committee has delegated powers to consider all planning applications and to:

- 1) consider in detail planning applications that involve three or more domestic properties, commercial developments and any strategically important application and to make recommendations to the Town Council how it should respond to each planning application;
- 2) study relevant plans, visit relevant sites and consider any comments made by other statutory consultees and the local community before coming to a decision;
- 3) consider whether to canvass opinion for and against applications to assist with a fair determination of these applications;
- 4) ensure that all relevant parties are given an adequate hearing if requested in accordance with the Town Council's standing orders;
- 5) ensure that any objections or recommendations are based solely on material planning criteria;
- 6) consider environmental aspects when considering planning applications;
- 7) consider and respond to any planning policies, strategies and consultations and to make recommendations to the Town Council on its response;
- 8) to identify and make representations to the relevant authorities any enforcement action or matters considered to be breaches of planning regulations;
- 9) manage delivery and ongoing review of the Carnforth Neighbourhood Plan (when adopted) and ensure that planning applications comply with its vision, objectives and policies;
- 10) attend planning training sessions as offered by the planning authority and to read all important documentation to ensure that the Committee is aware of current legislation and regulations.



Town Development and Planning Committee Terms of Reference

11) Deliver key objectives set out in the emerging Carnforth Neighbourhood Plan, specifically:

- To ensure the character and setting of Carnforth's conservation area, statutory listed heritage assets and locally listed heritage assets are protected, and to foster high quality design which promotes architectural innovation and reinforces distinct local character areas of Carnforth (CPN Objective 1)
- To support sustainable development which reflects housing needs and preferences of the local community, considering affordability, type and mix and the use of previously developed land. The size, density and design of these dwellings should reflect the character of Carnforth (CPN Objective 4)