



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of Town Development & Planning Committee on
Monday 1st September 2025 at 5:30pm at Carnforth Civic Hall**

A G E N D A

- 25080. Apologies:** To receive apologies.
- 25081. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda.
- 25082. Urgent Business:** To consider any items of urgent business
- 25083. Minutes:** To consider and approve Minutes of meeting held on Monday 7th July 2025
- 25084. 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
- 25085. Planning Applications & Traffic Regulation Orders:** To consider planning applications, traffic regulation orders and other planning matters.

Planning Applications:	
Application No:	Description
25/00762/FUL	Retrospective application for the change of use of land into residential with associated access – 27 Crag Bank Crescent, Carnforth LA5 9EQ
25/00642/FUL	Amendment to application: Change of use of dwelling to children's home, erection of two storey side (north) extension and installation of rooflights – 1 Fern Bank, Lancaster Road Carnforth LA5 9DS



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Planning Applications:	
Application No:	Description
25/00838/FUL	Change of use of social club to general light distribution and partial demolition, upwards extension including construction of roof and infill/alterations of windows and doors – London Midland Railway Clubs Association, Warton Road, Carnforth LA5 9EU
25/0139/TPO	G1 Woodland edge trees – various trees along fence line over growing boundary and encroaching significantly into gardens and on houses, reduce back to boundary where safe to do so, remove some smaller stems if lean is significant. Group of young trees to the south of the boundary fences – remove one Ash Tree due to Ash dieback, coppice goat and willow – 33 Bridgeside, Carnforth LA5 9LF
Traffic Regulation Orders & other traffic notices:	
No Traffic Regulation Orders	

- 25086. Planning enforcement matters:** To consider any planning enforcement matters and receive an update on any actions
- 25087. Public Highways & Open Spaces:** To consider and receive actions / updates on locally related matters
- 25088. Town Development:** To consider and receive any updates on actions / opportunities to develop and promote the town, including:
- VJ Day Film Screening
 - Remembrance Sunday
 - Armistice Day
 - Christmas Switch-on
- 25089. Date & Time of next meeting:** Monday 6th October 2025

L. Longhorn

Assistant Town Clerk Email: assistanttownclerk@carnforhtowncouncil.gov.uk

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 7th July 2025

Present: Councillors Laurence (Chair), Bassinder, Downes, Grisenthwaite, Hanna and Szalai

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO) and two members of the public

25070 **Apologies:** Apologies received from Councillors Jones, Parker and Smith and Leah Longhorn, Assistant Town Clerk

25071 **Declaration on interests and dispensations:** Councillor Bassinder declared an interest for any staffing matters relating to a Council member of staff.

25072 **Urgent Business:**

Lamp Post Banner Project – Lancaster & Morecambe Bay Branding: The Committee received an update on a new district-wide initiative aimed at enhancing the visibility and impact of the Lancaster & Morecambe Bay destination branding.

Members were informed that a national supplier has been procured to install 30 lamp post banners across key gateway and central locations in Lancaster, Morecambe, Carnforth, and Heysham. The banners will be displayed in sets, with designs duplicated as necessary, and will feature both destination branding and public messaging such as “Keep [Area] Clean and Tidy” to complement ongoing public realm and communications campaigns.

The project has been developed in consultation with planning colleagues to ensure that banner locations avoid heritage and conservation zones, while still offering high visibility and impact. The Highway Authority is also being consulted to ensure compliance and safety. The banners are intended to:

- Reinforce external marketing campaigns by enhancing the ‘in-visit’ experience for visitors.
- Promote pride in place among residents.
- Support year-round messaging around clean streets and anti-fly-tipping.
- An initial three-year contract has been agreed with the supplier, with a review scheduled at the end of the term. Installation is expected to begin within the next few weeks.

Recommendation: Carnforth Town Council supports the Lamp Post Banner Project as a positive initiative to promote the Lancaster & Morecambe Bay brand, including Carnforth, enhance the visitor experience, and foster civic pride across the district.

Residents’ Parking Scheme Consultation – 23 July 2025: The Committee received an update on the upcoming Residents’ Parking Scheme consultation event, scheduled to take place on Wednesday, 23 July 2025, at Carnforth Civic Hall.

Two in-person drop-in sessions will be held to allow residents to view proposals, ask questions, and provide feedback at 2:00pm to 4:00pm and 6:00pm to 7:30pm

An online consultation will follow shortly after the event to ensure wider accessibility and engagement from those unable to attend in person.

It was noted that a briefing session will be held in advance for councillors who have come forward to support the event. This will ensure they are fully informed and able to assist residents effectively during the consultation.

The Committee welcomed the opportunity for public engagement and emphasised the importance of clear communication and transparency throughout the process.

25073 **Minutes:** Subject to a minor amendment, it was **RESOLVED that the Minutes of the meeting held on Monday 2nd June 2025 be accepted.**

25074 **Public participation and information only updates:**

Residents' Objections – Planning Application 25/00580/FUL

The Committee received and noted several objections from local residents regarding planning application 25/00580/FUL, which proposes a change of use from retail premises to a restaurant and hot food takeaway at 20 Hawk Street, Carnforth.

Residents raised the following concerns:

- Traffic and Parking: Increased congestion and insufficient parking provision in an already pressured area.
- Noise and Disturbance: Potential disruption to the residential character of the street, particularly during evening hours.
- Odour and Waste: Concerns about cooking smells, litter, and waste management.
- Residential Amenity: Fears that the proposal is incompatible with the surrounding residential environment and could set a precedent for further commercial encroachment.
- Anti-Social Behaviour: Worries about potential late-night disturbances and gatherings.

The Committee acknowledged the strength and validity of these concerns and emphasised the importance of protecting residential amenity and ensuring that any development is appropriate for its setting.

25075 **Planning Applications & Traffic Regulation Orders:** There were no planning applications or traffic regulation orders to consider.

Planning Applications	
Application Number:	Description
25/00580/FUL	Change of use from retail premises to a restaurant and hot food takeaway - 20 Hawk Street, Carnforth
	Recommendation: Object to the planning application

25/00642/FUL	<p>Change of use of dwelling to children's home, erection of two storey side (north) extension and installation of rooflights – 1 Fern Bank, Lancaster Road, Carnforth, LA5 9DS</p> <p>Recommendation: Support the planning application in Principle</p>
Traffic Regulation Orders & other traffic notices	
There were no traffic regulation orders to consider	
<p>Recommendation: That Carnforth Town Council formally objects to planning application 25/00580/FUL on the grounds of:</p> <ol style="list-style-type: none"> 1. Adverse impact on residential amenities due to potential noise, odour, and late-night activity. 2. Inadequate parking provision and the likelihood of increased traffic congestion. 3. Incompatibility with the character of the surrounding residential area. <p>The Committee recommends that these objections be submitted to the Planning Authority for full consideration during the determination of the application.</p>	
25076	<p>Planning enforcement matters:</p> <p>New Shuttering – Business Premises on Scotland Road: It has been observed that new external shuttering has recently been installed on a business premises located on Scotland Road, Carnforth. Concerns have been raised regarding whether the installation of these shutters has been carried out in accordance with local planning regulations.</p> <p>According to national planning guidance, external shutters—particularly those that alter the appearance of a building—may require planning permission, especially in prominent or conservation areas. Internal shutters typically do not require permission, but external installations often do, due to their visual impact on the streetscape.</p> <p>Action Required: Planning Enforcement/Planning Department to be contacted to confirm whether a planning application has been submitted or approved for this installation.</p> <ul style="list-style-type: none"> • Whether the premises is located within a conservation or heritage-sensitive area. • If the shuttering complies with local design and planning policies. <p>RESOLVED that updates and actions be noted and that progress be reported to future meetings of the committee as necessary</p>

25077 Public Highways & Open Spaces: Traffic Light Phasing – Market Street Junction

The Committee discussed ongoing concerns raised by residents and road users regarding the phasing of the traffic lights at the junction of Market Street.

It was reported that the current timing and sequencing of the lights is contributing to confusion and frustration among drivers, with multiple instances of vehicles 'jumping the lights' being observed.

This behaviour is creating a significant safety risk for both motorists and pedestrians at this busy junction.

Councillors expressed concern that the current phasing may not allow sufficient time for vehicles to clear the junction safely, particularly during peak periods, and may be contributing to near-miss incidents.

Action Required: The Committee agreed to formally raise the issue with Lancashire County Council Highways Department, requesting:

- **A review of the current traffic light phasing and signal timings.**
- **Consideration of adjustments to improve safety and traffic flow.**
- **Monitoring of the junction to assess the frequency and severity of incidents.**

Councillors and residents are encouraged to report any further incidents or observations to support the case for review.

The Committee emphasised the importance of addressing this issue promptly to prevent potential accidents and ensure the safety of all road users.

Road Resurfacing Priorities and Engagement with County Council

The Committee discussed concerns regarding the condition of various roads within the Carnforth area, noting that several stretches need resurfacing due to wear, potholes, and general deterioration. The Committee expressed a desire to understand the County Council's plans for highway maintenance and improvements for the 2025–2026 period.

Action Required: The Committee agreed to invite the County Councillor and representatives from Lancashire County Highways to attend a future meeting or dedicated briefing session.

The purpose of the meeting will be to:

- **Review the current condition of key roads in Carnforth.**
- **Discuss planned resurfacing and maintenance works for 2025–2026.**
- **Share local feedback and priorities from residents and councillors.**
- **Explore opportunities for collaboration and improved communication.**

The Committee welcomed the opportunity for constructive dialogue and emphasised the importance of ensuring that Carnforth's infrastructure is safe, well-maintained, and fit for purpose.

RESOLVED that updates and actions be noted and that progress be reported to future meetings of the committee as necessary

25078 Town Development: There was a discussion on the following matters:

1) **Bay Fringe:** The Committee noted that Carnforth Town Council has amply fulfilled its commitment in support of the Bay Fringe Festival 2025 through a range of proactive measures, including:

- Publicity efforts via council communication channels to raise awareness of the event locally.
- The provision of promotional banners, helping to visually promote the festival across the town and encourage community engagement.

The Bay Fringe Festival features a diverse programme of performances, including theatre, comedy, music, and spoken word, and is hosted at local venues.

2) **Carnforth Big Lunch 2025:** The Committee received an update on the planning and preparations for the Carnforth Big Lunch, scheduled to take place on Saturday, 12 July 2025.

It was noted that significant progress has been made, including:

- Confirmation of the event schedule and key attractions.
- Booking of entertainers, vendors and community groups.
- Coordination with partners.
- Publicity efforts through social media and the Council's website.

To ensure the smooth running of the event, the following support is requested:

- Volunteers to assist with set-up from early morning, stewarding during the event, and pack-down in the evening.
- Councillor presence throughout the day to welcome attendees, support activities, and represent the Town Council.
- Assistance with managing stalls and monitoring health and safety.

The Committee expressed its appreciation for the work undertaken so far and acknowledged the positive community response.

3) **Christmas Switch-On:** The Committee considered preparations for the Carnforth Christmas Switch-On, scheduled to take place in early December (date to be confirmed).

Early planning discussions included:

- Provisional date setting to allow coordination with local schools, businesses, and community groups.
- Consideration of entertainment options, including live music, choirs, children's performances, and festive characters.
- Initial outreach to stallholders and vendors to create a festive market atmosphere.

- Plans for decorations and lighting, including the installation of the town's Christmas tree and festive displays.
- Engagement with local organisations to support the event and encourage community participation.

The Committee noted the importance of starting preparations early to ensure a well-organised and inclusive event. Members were invited to contribute ideas and assist with outreach and logistics.

Further updates will be provided as planning progresses, with a detailed programme to be confirmed in the coming months.

4) **Other Matters:**

Promotion of Wednesday Market and Future Themed Market Plans

The Committee received an update on recent efforts to promote the Wednesday Market, including increased publicity through social media and local networks. These efforts have aimed to raise awareness, attract more footfall, and support existing traders. Members discussed the potential to build on this momentum by organising one-off themed markets, such as:

- Artisan Markets featuring local crafts, food, and handmade goods.
- A Christmas Market to coincide with the town's festive celebrations and Christmas Switch-On event.

These events would aim to broaden the appeal of the market, attract new visitors to the town centre, and provide a platform for local makers, producers, and small businesses.

Action Required:

- **Officers to explore potential dates and logistics for themed markets in coordination with existing events and seasonal activities.**
- **Engagement with local businesses and community groups to encourage participation and collaboration.**
- **Continued promotion of the Wednesday Market to maintain visibility and support for regular traders.**

The Committee welcomed these ideas and expressed strong support for initiatives that enhance the vibrancy of the town centre and provide opportunities for local enterprise.

Upcoming Free Community Events – September 2025

The Committee was pleased to note two forthcoming free events open to residents, both to be held at Carnforth Civic Hall:

- **First Aid Training – Thursday, 19 September 2025:** A free first aid training session will be offered to residents, providing essential life-saving skills and confidence to respond in emergency situations.

The session is open to all and will be promoted widely to encourage strong community participation.

- **Victory in Japan (VJ) Day Film Screenings – Friday, 5 September 2025**

In partnership with the North West Film Archive, two special screenings will be held to commemorate Victory in Japan Day. The films will feature historical footage and stories marking the end of World War II, offering a reflective and educational experience for attendees.

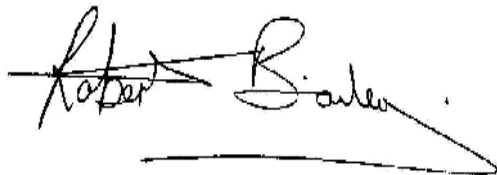
Action Required:

- **Publicity to be issued across council channels, community noticeboards, and social media to maximise attendance.**
- **Councillors are encouraged to attend and support both events.**
- **Officers to coordinate with event partners to finalise logistics.**

The Committee welcomed these initiatives as valuable opportunities to promote community learning, remembrance, and wellbeing.

RESOLVED that updates and actions be noted and that progress be reported to future meetings of the committee as necessary

25079 **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 1st September 2025 at 5:30pm**. The meeting closed at 6:40pm

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

Town Clerk & Responsible Finance Officer

Briefing Note: Carnforth Christmas Lights Switch-On Event

To: Carnforth Town Councillors

From: Bob Bailey, Town Clerk

Date: 1st September 2025

Subject: Planning and Safety Overview for Christmas Lights Switch-On

Purpose of the Event

The Christmas Lights Switch-On is a key annual community celebration, bringing together residents, local businesses, and visitors to mark the start of the festive season. The event usually includes live entertainment, stalls, children's activities, and the ceremonial lighting of the town's Christmas decorations.

Event Details

- **Date & Time:** [Insert Date and Time]
- **Location:** War Memorial Gardens and (to be determined) Market Street
- **Expected Attendance:** 1,500
- **Lead Organiser:** Carnforth Town Council

Key Considerations

Safety & Risk Management

A full **Risk Management Plan** and **Event Safety Plan** have been prepared, covering:

- Crowd control and stewarding
- Electrical safety and PAT testing
- First aid provision
- Emergency procedures and evacuation routes
- Fire safety and weather contingencies
- Lost child protocol
- COVID/flu hygiene measures

Permissions & Compliance

- Road closure applications to be submitted and approved
- Public liability insurance in place
- Compliance with Local Government Act 1972 and health & safety regulations required

Community Engagement

- Local schools and performers invited to participate
- Businesses encouraged to decorate and extend opening hours
- Public notices and social media updates planned

Councillor Involvement

Councillors are invited to:

- Attend and support the event
- Assist with stewarding or public engagement if available
- Promote the event within the community

Next Steps

- Final confirmation of logistics and roles
- Volunteer briefing and safety walkthrough
- Distribution of event schedule and contact list

Recommendation

That Councillors:

1. Note the plans and preparations in place.
2. Confirm availability to attend or assist.
3. Provide any feedback or suggestions ahead of final planning.

Carnforth Christmas Lights Switch-On – Event Safety Plan

Event Date: To be determined

Location: War Memorial Gardens and Market Street Carnforth

Organiser: Carnforth Town Council

Event Lead: To be determined

1. Event Overview

A community celebration featuring the Christmas lights switch-on, live entertainment, stalls, and family activities. Expected attendance: 1,500

2. Key Contacts

- **Event Lead / Safety Coordinator:** [Insert Name]
- **First Aid Provider:** [Insert Name / Organisation]
- **Security / Stewarding Team:** [Insert Details]
- **Emergency Services Liaison:** [Insert Contact]

3. Site Safety Measures

- **Barriers and fencing** to manage crowd flow and protect restricted areas.
- **Lighting checks** and PAT testing of all electrical equipment.
- **Clear signage** for exits, first aid, lost child point, and toilets.
- **Designated emergency access routes** always kept clear.

4. Crowd Management

- **Stewards positioned** at key points to guide attendees and monitor crowd density.
- **Entry and exit points** clearly marked and kept unobstructed.
- **PA system** available for announcements and emergency instructions.

5. Medical Provision

- **First aid station** staffed by qualified personnel.
- **Emergency contact plan** in place with local ambulance service.
- **Incident log** maintained for any medical or safety issues.

6. Fire Safety

- **Fire extinguishers** located near generators and electrical installations.
- **No smoking policy** near flammable equipment.
- **Emergency evacuation plan** communicated to all staff and volunteers.

7. Weather Preparedness

- **Gazebos and shelters** available for wet weather.
- **Gritting of walkways** if icy conditions are forecast.
- **Contingency plan** for postponement or cancellation in severe weather.

8. Lost Child Procedure

- **Designated lost child point** with trained staff.
- **Clear signage** and communication protocol.
- **Incident reporting and safeguarding measures** in place.

9. COVID/Flu Considerations

- **Hand sanitiser stations** throughout the site.
- **Encouragement of distancing** where possible.
- **Signage promoting hygiene and safety awareness.**

10. Communication Plan

- **Pre-event:** Notices to residents, social media updates, press releases.
- **During event:** PA announcements, steward radios, signage.
- **Post-event:** Debrief, incident review, feedback collection.

11. Insurance & Compliance

- **Public liability insurance** in place.
- **Permissions obtained** for road closures, electrical installations, and use of public space.
- **Compliance with Local Government Act 1972** and health & safety regulations.

Carnforth Christmas Lights Switch-On – Risk Management Plan

Event Date: To be determined

Location: War Memorial Gardens & Market Street Carnforth

Organiser: Carnforth Town Council

Event Lead: To be determined

1. Risk Identification & Assessment

Risk	Likelihood	Impact	Mitigation Measures
Crowd congestion	Medium	High	Use barriers and signage; stewarding at key points; clear entry/exit routes
Slips, trips, and falls	Medium	Medium	Gritting if icy; cable covers; regular checks of walkways
Adverse weather	High	Medium	Gazebos for shelter; contingency plan for cancellation or delay
Electrical hazards (lighting)	Low	High	PAT testing of all equipment; qualified electrician on site
Traffic management	Medium	High	Temporary road closures; marshals; signage for diversions
Medical emergencies	Low	High	First aid station; trained first aiders; emergency contact plan
Lost children	Low	High	Designated lost child point; clear signage; staff briefing
Fire risk (e.g. from generators)	Low	High	Fire extinguishers on site; no smoking near equipment
Noise complaints	Low	Low	Notify residents in advance; monitor sound levels
COVID/flu transmission	Low	Medium	Hand sanitiser stations; encourage distancing where possible

2. Roles & Responsibilities

- **Event Lead :** Overall coordination, liaison with emergency services, final decision-making.
- **Stewards/Volunteers:** Crowd control, information, lost child protocol.
- **Electrician:** Safe installation and monitoring of lighting.
- **First Aiders:** On-site response to medical incidents.
- **Security/Police (if applicable):** Support with crowd and traffic management.

3. Emergency Procedures

- **Evacuation Plan:** Stewards to guide attendees.
- **Emergency Contacts:** Police, Fire, Ambulance, Town Council emergency line.
- **Incident Reporting:** All incidents logged and reviewed post-event.

4. Communication

- **Pre-event:** Notices to residents and businesses; social media updates.
- **During event:** PA announcements; stewards with radios.
- **Post-event:** Debrief and review of any incidents or feedback.

5. Insurance & Permissions

- Public liability insurance in place.
- Permissions obtained for road closures, electrical installations, and use of public space.

Carnforth Christmas Lights Switch-On – Event Task List

Planning & Coordination

- Finalise event date, time, and schedule
- Confirm road closure permissions and insurance
- Liaise with emergency services and local authorities
- Prepare risk management and safety plans
- Arrange steward and volunteer briefing

Entertainment & Activities

- Confirm performers and running order
- Arrange sound system and stage setup
- Organise children's activities (e.g. face painting, crafts)
- Coordinate switch-on moment and countdown

Logistics & Setup

- Install and test Christmas lights
- Set up barriers, signage, and gazebos
- Arrange power supply and PAT testing
- Prepare first aid station and lost child point
- Grit walkways if icy

Community Engagement

- Invite local schools, choirs, and community groups to participate
- Encourage local businesses to decorate and extend opening hours
- Promote "decorate your window" competition
- Organise a community stall area for charities and local causes
- Share volunteer opportunities for setup and stewarding

Communications & Promotion

- Create posters and flyers for distribution
- Schedule social media posts and countdown updates
- Send press release to local media
- Notify residents and businesses of road closures and timings
- Prepare PA announcements for the event

Safety & Emergency Preparedness

- Brief stewards and volunteers on safety procedures
- Confirm first aid and emergency contact details
- Ensure fire extinguishers and safety signage are in place
- Prepare evacuation plan and incident log

Post-Event Tasks

- Organise clean-up team and rubbish disposal
- Collect feedback from attendees and volunteers
- Review incident log and safety notes
- Send thank-you messages to participants and supporters
- Prepare debrief report for council