

MORECAMBE TOWN COUNCIL

21st January, 2016

SUPPORTING PAPERS

CONTENTS

Agenda Item Number	Item Heading	Page Number
3	Minutes of Council Meeting held on 10 th December, 2015	2
7	Community Engagement Committee – 6 th January, 2016	9
8	Planning Development and Environment Committee – 7 th January, 2016	14
9	Finance and Management Committee – 14 th January, 2016	24
10	Community Garden Centre Concept	36
11	Liaison Accord with Lancaster City Council	38
12	School Parking	40
13	Consultation re Lancaster City Council Parking Charges 2016/17	42
15	Byelaws	45

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 10th December, 2015, at 7.00 p.m. at Morecambe Town Hall

Present: Councillors D. Clifford (Chairman), M. Pattison (Vice Chairman), T. Anderson, J. Bates, J. Brandwood, S. Burns, I. Clift, C. Cozler, L. Davies, R. Dennison, B. Hughes, Janice Hanson, John Hanson, T. Metcalfe, L. Page and D. Whitaker

Officers in Attendance:

D. Croxall (Town Clerk) and A. Fawcett (Clerk's Assistant)

50. Apologies for Absence

Councillors A. Ashworth, J. Ashworth, B. Barber, C. Brayshaw, D. Brayshaw, T. Brown, P. Heath, L. Hughes, M. Ogden and N. Semple

51. Declaration of Interests

There were no declarations of interest.

52. Minutes of Meeting held on 3rd December, 2015

To receive as a correct record, the Minutes of the Meeting of the Town Council held on 3rd December, 2015. The minutes set out recommendations in respect of Festivals funding for 2016/17.

Resolved:

- (1) That the Ship Ahoy Children's Festival 2016 be awarded £2,000 subject to the following conditions:
 - the award to be subject Council's Standard Terms and Conditions in relation to Festival Funding.
 - the organiser to arrange training for stewards as part of the Festival's Risk Management Plan.
 - the organiser to seek additional support from local businesses.
- (2) That the applications from Morecambe Live in respect of the Blueswater, Morecambe Jazz, Motown Magic, Country Kickback, Club 80's Tropicana and Zombieville festivals in 2016 be refused on the basis that the resubmitted applications were no different to the original applications.
- (3) That the application from the Morecambe Variety Festival be regrettably refused as it had been received after the original closing date for receipt of applications.
- (4) That the unallocated amount in the 2016/17 Festivals budget of £1,085 be retained within the Festivals budget for future use.

53. Town Council Strategic Vision 2015-2019

The Council considered its Strategic Vision for the for the next few years. The clerk reminded the Council that the Strategy should be used to inform the 2016/17 budget, and as the budget required completion by the end of January 2016, the Strategy should be agreed at this meeting.

The draft strategy prepared by the Strategy Working Group was submitted for consideration.

The Clerk's report set out the following issues which were recommended to be addressed in completing the Strategy:

- The future funding of PCSO's – as previously indicated if the Council did want to reduce this in any way the Lancashire Police and Crime Commissioner would need to be informed by 31st December.
- In constructing the budget for 2016/17, there would be a sum of £70,000 at 31st March, 2016 in the Council's funds which had not yet been allocated.
- The draft Strategy included the statement "Secure the future of Morecambe Town Hall. To move forward in an appropriate manner, the Council would at some point need to debate what this actually meant to the Council to determine how the Clerk would proceed with this important project.
- Neighbourhood Planning – this would be a long, lengthy and important piece of work. A grant of £14,000 has been applied for to assist with administration costs and necessary expert planning advice. However, the application if successful was unlikely to cover the Council's full costs. This would need to be taken into account in the Council's Strategy and budget considerations.
- Engaging young people had been included within the Community Engagement Strategy and the overall Draft Strategy. If the Youth Council could be set up, it was suggested consideration be given to setting aside a small budget (e.g. up to £5,000 per annum) with appropriate guidelines, to allow the Youth Council to determine an annual project for the benefit of young people.
- With regard to Festivals, the Council had committed to £55,00 of support in 2016/17 with funding awards having been made by Council (£1,085.00 remained in the budget), including the production of publicity campaign for all events in Morecambe.
- Christmas Lights – the Council currently puts £6,000 per annum into this which was a small sum of money which did not go very far. The Council currently owned £6,000 worth of lights and had entered into a three year hire agreement for the illuminations on Pedder Street at a cost of £1,700 over the next two years (2016/17 and 2017/18).
- In the public consultation Christmas Lights provision was not in the top 6 in the ranking list of the 12 questions asked, although Christmas Lights were welcomed by many people and businesses. The key to moving forward with Christmas Lights in the future would be to first of all determine whether it should be retained in the Strategy and hence the budget, then commence planning for 2016 in January, 2016 which should include requesting a formal dialogue with Lancaster City Council to explore how the two Councils could work together more effectively to enhance Christmas Lights provision across the whole town.

The Council debated the issue regarding the inclusion of community safety and PCSO funding within the Strategy. It was agreed community safety remained an important issue. However, some members were concerned at the level of funding from the Council's budget towards additional PCSO's within the town.

A number of proposals were made by members regarding the future level of funding of PCSO's.

During the ensuing debate and in accordance with Standing Orders a recorded vote on all proposals put forward was requested by Councillors Dennison and Burns.

It was proposed by Councillor Dennison and seconded by Councillor Burns:

"That the funding of PCSO's within Morecambe be retained at the current level in 2016/17, but for one year only."

On being put to the vote the votes recorded in respect of Councillor Dennison's proposal were as follows:

For the Proposal (4)

Councillors Anderson, Burns, Dennison and Page

Against the Proposal (12)

Councillors Bates, Brandwood, Clifford, Clift, Cozler, Davies, Janice Hanson, John Hanson, B. Hughes, Metcalfe, Pattison and Whitaker

Abstentions (0)

None

The proposal was therefore lost.

It was the proposed by Councillor Bates and seconded by Councillor Janice Hanson:

"That the Town Council's funding towards six PCSOs in Morecambe be withdrawn from 1st April, 2016, unless the Police and Crime Commissioner and Chief Constable were able to clarify in writing to the Town Council by 31st December, 2015 that the Morecambe Neighbourhood Policing Team was to be retained at its current level of operation in 2016/17."

On being put to the vote the votes recorded in respect of Councillor Bate's proposal were as follows:

For the Proposal (11)

Councillors Anderson, Bates, Burns, Clifford, Cozler, Davies, Janice Hanson, John Hanson, B. Hughes, Page and Whitaker

Against the Proposal (4)

Councillors Brandwood, Clift, Metcalfe and Pattison

Abstentions (1)

Councillor Dennison

The proposal was therefore carried.

The Council then debated the remainder of the Draft Strategy and agreed which Committee/Officer should be responsible for the implementation of each priority area of work within the Strategy.

Resolved:

- (1) That the Clerk writes to the Lancashire Police and Crime Commissioner and Chief Constable of Lancashire informing them that the Town Council's funding towards six PCSOs in Morecambe be withdrawn from 1st April, 2016, unless the Police and Crime Commissioner and Chief Constable were able to clarify in writing to the Town Council by 31st December, 2015 that the Morecambe Neighbourhood Policing Team was to be retained at its current level of operation in 2016/17.
- (2) That the draft Strategy as submitted be approved and the following areas of priority areas of work be agreed for 2016/17:

Number	Issue	How Funded	Partners	Committee/Officer Responsible?
1	Reopening of toilet Blocks on Morecambe Promenade	MTC and Lancaster City Council + Revenue from use of toilets	Lancaster City Council	Finance and Management
2	Support to Morecambe Festivals through Festivals Grants	MTC, Sponsorship and Arts Council	Festival Organisers, Lancaster City Council and Arts Council	Festivals and Events
3	Happy Mount Park Band Stand and Performance Area	MTC and sponsorship	Lancaster City Council, HMP Volunteers and local sponsors	Finance and Management
4	Improvements to the Morecambe War Memorial and Gardens Area	MTC, War Memorials Trust, Heritage Lottery Fund	Lancaster City Council and grant funding bodies	Finance and Management
5	Brochure promoting Morecambe and all 2016 events	MTC and Local Sponsorship	Sponsors and Event Organisers	Festivals and Events

6	Ensuring the future use of Morecambe Town Hall	MTC, appropriate partners, and grant funding bodies	Lancaster City Council, local community and grant funding bodies	Chairman of the Council and Clerk to meet Lancaster City Council and report back through Finance and Management
7	Commence Neighbourhood Plan	MTC and grant funding via Locality	Lancaster City Council, local businesses and community groups	Planning Development and Environment
8.	Explore ways of reducing dog fouling	MTC	Lancaster C C, community groups	Planning Development and Environment
9	Exploring the community garden centre concept under the Localism Act	Community Interest Company and appropriate grant funding bodies, local sponsors	Lancaster City Council, CIC, local community and grant funding bodies	Planning Development and Environment
10	Implement Youth Town Council	MTC	Local schools	Community Engagement
11	Minimum of 4 community litter picks during the year	MTC	Community groups and local schools	Planning Development and Environment and Community Engagement
12	Community engagement evening in April or May	MTC	Community groups	Town Clerk
13	Involvement in 2 community events within Morecambe	MTC	Community groups and businesses	Community Engagement
14	Community garden share scheme	MTC	Eastgate project, Allotment Association and community groups	Planning Development and Environment and Community Engagement
15	Community Grants – to support the excellent community	MTC	Community groups	Community Engagement

	work taking place in Morecambe			
16	Community Safety – develop support and measures to enhance community safety throughout the town	MTC, Lancashire Constabulary, Grants	Community, Lancashire Constabulary, Lancaster City Council	Police Liaison Group and Community Engagement
17	Morecambe in Bloom	MTC, Lancaster City Council, Sponsorship and Grants	Lancaster City Council, Local Businesses, Community	Planning Development and Environment and Community Engagement
18	Morecambe Station – to facilitate the Friends of Morecambe Station Group	MTC, Sponsorship, Grants, Community Rail Partnership	Community Rail Partnership, Northern Rail, Community members	Planning Development and Environment and Community Engagement
19	Christmas Lights	MTC, Lancaster City Council, Businesses, Community Groups	Community Groups, Local businesses, Lancaster City Council	Finance and Management

54. Naming of Heysham/M6 Link Road

The County Council had begun the process of choosing an official name for the new route. As one of the key stakeholders the County Council had written to the Town Council to ask if it wished to put forward initial ideas and suggestions for the official name for the link road.

The County Council were seeking names that were simple and imaginative. The official name would be used on signposts, maps and the internet and will become the authorised, formal name used when describing the road.

A County Council panel would consider the names put forward by all stakeholders and then shortlist the top five names which would be put to a public vote early in 2016 with the official name announced in March 2016.

Resolved:

That following suggested names for the Heysham/M6 Link road be submitted to the County Council for consideration:

- Bay Connect

- Heysham Highway
- Lancaster Bypass
- Commerce Way
- Eric Morecambe Highway

55. Date of Next Meeting

Thursday 21st January, 2016 at Morecambe Town Hall commencing at 7.00 p.m.

The meeting ended at 8.45 p.m.

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Chairman

Any queries regarding this meeting, please contact David Croxall, Clerk to the Council on 01524 422929 or via email to clerk@morecambe.gov.uk

David Croxall
Town Clerk
16th December, 2015

MORECAMBE TOWN COUNCIL

Minutes from the Community Engagement and Grants Committee Meeting held at 7.00 pm on Wednesday 6th January, 2016

Councillors Present: T. Brown (Chairman), A. Ashworth, J. Ashworth, D. Brayshaw, C. Cozler, T. Metcalfe, and M. Ogden

Others Present: Councillor N. Semple

Officers in attendance – A. Fawcett (Assistant Clerk)

10. Apologies for Absence - None

11. Declarations of Interest

There were no declarations of interest

12. Minutes of Meeting held on 1st September, 2016

Resolved:

That the minutes of the meeting of the Community Engagement and Grants Committee held on 1st September, 2015 be noted.

13. Youth Council

The Assistant Clerk gave an update at the meeting about the outcome of a conversation with Rachel Dodgson the North West Education Outreach Officer for the Houses of Parliament and was involved with local Pupil Parliaments. She was fully supportive of the idea of Morecambe Town Council setting up a Youth Council and made the following suggestions regarding membership and the structure:

- A budget for the Youth Council would mean it had more chance of being successful
- Year 6 pupils should be included in the membership because it was important to engage them before they go to High School as this age group often had good ideas, were about to embark on their teenage years and this would help bridge the gap between primary and high schools. She believed schools would be very supportive of this.
- Young people should elect their own chair with the Clerk/Assistant Clerk attending meetings and that the chair or a representative report back to each Town Council meeting.
- Start times for meetings should be around 4.30 to 5 p.m. with a one-hour time limit being set.
- Morecambe Town Hall would be an ideal venue for the Youth Council
- The membership of the Council should be made up of the following:

8 Morecambe Primaries - 2 x Year 6 representatives each	=16
2 High Schools - 4 x representative each (2 from both Key stages 3 and 4)	= 8
Others - 8 places (recruit from youth Clubs, Uniform Groups and young people who attend school outside Morecambe)	= 8
Total members	= 32

Members considered the suggestions made by Rachel. It was believed by the Committee that it was important that the Youth Council were able to make its own decisions regarding the terms of reference, venue and times of meeting. The Town Council Officers and Youth Champion should attend the meeting to guide the Youth Council with codes of practice and the law.

Resolved:

That Council be recommended to agree the following in respect of setting up the Youth Council:

- **A budget of £1,000 be set aside for the Youth Council to utilise together with the money collected from the face painting for the Urban Child Project. All financial decisions to be agreed by Full Council**
- **The remit of the Youth Council to be the following:**
 - *Provide a voice for young people.*
 - *Promote equality for young people.*
 - *Help young people to be more involved in council decisions.*
 - *Advance young people's participation into projects that affect them.*
- **The Youth Council consist of 32 members aged 10-19, who live, work or attend school/college in Morecambe and to be structured by the following:**
 - 8 Morecambe Primaries - 2 x Year 6 representatives each =16**
 - 2 High Schools - 4 x representative each (2 from both Key stages 3 and 4) = 8**
 - Others - 8 places (recruit from youth Clubs, Uniform Groups and young people who attend school outside Morecambe) = 8**
- **The Youth Council to be offered the use of the Council Chamber at Morecambe Town Hall and the Clerk to request the City Council to consider the hire of the Council Chamber for free for use by the Youth Council, given that the youth project would benefit the town.**
- **The Youth Council to agree its own Terms of Reference, a suitable venue and the times the meetings are held, elect its own Chair and Vice Chair and choose its own name, however, all decisions will need to be agreed by Full Council.**
- **Once the Youth Council has been set up and formalised, it is required to report to the Finance and Management Committee with a budget and any new expenditure, and a representative of the Youth Council to be invited to each Full Council meeting update on progress.**
- **The Young Person's Champion to report to each Community Engagement Committee with an update about the Youth Council.**

14. Community Award

The Committee discussed the report in relation to the community award. Concerns were raised regarding the involvement of the general public in nominations as it appeared to duplicate the Visitor Newspaper's Annual Awards. Members thought it would be pointless the Town Council asking the public for the nominations if the local newspaper, which is one of the main methods the Council would need to be used to request nominations, undertook a very similar process.

It was suggested that the award followed the same structure as the awards previously presented by the Town Council, i.e. members would be asked to nominate one person from the town, whom they considered should be recognised.

Resolved:

That Council be recommended to agree the following:

- **The Clerk to send a nomination form out to Councillors for them to nominate one member of the community using the following criteria:**
 - **Made significant contribution to the advancement, wellbeing and welfare of the people of Morecambe in a voluntary capacity,**
 - **Demonstrated excellent citizenship, or**
 - **Committed a one-off act of heroism, selflessness or bravery.**
- **Nominations to be shortlisted by the Community Engagement and Grants Committee**
- **A budget of £500.00 be set aside for an appropriate award.**
- **The 2016 award to be presented at the Annual Town Meeting to be held on 28th April.**

15. Community Grants

The Committee were of the opinion that the criteria and application form would benefit from amendments to show support for those applicants which did not have substantial funds. In addition, it was believed that the scoring system did not fully support the value of the creative content from a project.

Resolved:

That Council be recommended to agree that:

- **The Clerk emails the Grant application form and criteria to all members of the Community Engagement and Grants Committee to offer members the opportunity to suggest amendments.**
- **Following receipt of suggestions from members of the Committee, the Clerk draft an amended application form and criteria for consideration by the Council.**

16. Involvement in Community Events

In 2015 the Council participated in the Morecambe Parish Church Christmas Tree Festival. The Committee were asked if they wished to continue this in 2016.

Suggestions were made for the Council to enter a float in the 2016 Morecambe Carnival. The float could be used to raise funds towards the grants budget and to promote the festivals in Morecambe and the Morecambe in Bloom competition.

To further promote the festivals in Morecambe, it was suggested that the Council could produce a calendar for 2017 featuring photographs from the Major Festivals that take place in the town.

Resolved:

That Council be recommended to agree that:

- **Morecambe Town Council continues to participate in the Morecambe Parish Church Christmas Tree Festival.**
- **That Morecambe Town Council enters a float in the 2016 Morecambe Carnival, which shall have a sports theme.**
- **That the Clerk investigates the feasibility of Morecambe Town Council producing a 2017 calendar to promote Morecambe Festivals.**
- **To set aside a budget of £500 to facilitate these projects.**

17. Community Garden Share Scheme

Members received an update regarding a meeting which took place between the Assistant Clerk and the manager of the East Gate Gardening Project Group. The project identified suitable unused pieces of land and plants shrubs, flowers and food to make the area more attractive. The group were currently working on gaining funds to transform a piece of land on White Lund Road.

In addition, the project managed a small garden share scheme. It was suggested to the East Gate project that the Council could work together with them on a garden share scheme but it was felt by the group that this would require a vast amount of administration and perhaps not feasible at that particular time.

In addition, the group were not clear on how the Council could work with them and felt they would need further information.

Resolved:

That Council be recommended to agree that Councillor David Brayshaw contact the East Gate Project Group to give them further information from the Council and discuss how the two organisations could work together to facilitate a wider Community Garden Shae scheme.

18. Totally Locally Scheme

Members raised concerns about the perceived diminishing retail offering in Morecambe. It was suggested that a campaign to promote shopping locally may help towards the decline in footfall on shopping streets.

Members were made aware that a Business Improvement District (BID) vote was due to take place in May 2016. This could see businesses working together to find solutions to the issues affecting business within the town. It was believed that many of the businesses in Morecambe did not wish to work with the Council on such projects. It was felt, by the businesses that if Councillors were involved in deciding how the funds gained from a BID, it was another way of the Council gaining additional rates and spending the funds on things that the businesses believed does not benefit them.

In addition, members were reminded that the Portas Pilot Initiative had been implemented to increase footfall on the high-street. The steering group for the Portas Pilot used some of its funds to set up a website to be used by retailers in Morecambe. They each received a year's free listing to promote their business. Members were advised that should they wish to support local shopping; the Council should contact the hosts of the website to ascertain if they could help with the campaign.

Members suggested that the Council supports local producers of handmade products and a section of the Town Council's website could be offered to help them promote their business, as they may not have the funds to advertise themselves. Members were reminded that although this would help those individuals, there were other businesses struggling within the town. Therefore, to promote one type of business would not be fair to the remaining businesses. It was believed that the best place to promote these types of businesses was on the More in Morecambe website.

Members thought the subject of Totally Locally needed further consideration before the Council agreed to formulate a plan.

Resolved:

That Council be recommended to agree that members bring ideas about how the Council can support a shop local scheme back to the next Community Engagement Committee meeting.

Chairman

The meeting closed at 8:55 pm

MORECAMBE TOWN COUNCIL

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Thursday 7th January, 2016

Councillors Present: D. Whitaker (Chairman), J. Bates (Vice Chairman), I. Clift, R. Dennison, John Hanson, and L. Page

Also in Attendance: Councillor L. Davies

Officers in attendance – David Croxall (Clerk)

39. Apologies for Absence

Councillors P. Heath and L. Hughes

40. Declarations of Interest

There were no Declarations of Interest

41. Minutes of Meeting of Planning Development and Environment Committee held on 11th November, 2015

Resolved:

That the minutes of the Planning Development and Environment Committee held on 11th November, 2015 be signed as a correct record.

42. Planning Applications

The Committee considered the Planning Applications set out below which had been notified to the Town Council since the last meeting of the Committee held on 11th November, 2015.

A member of the public attended the meeting and at the approval of the Committee present addressed the Committee on resident's concerns regarding the planning applications submitted by McDonalds. Residents believed that the scale of the development was not necessary in a residential area, and that McDonalds had been disrespectful to residents and the planning system by submitting a retrospective application in respect of the two large signs.

The resident as well as members expressed concern that McDonalds also appeared to be ignoring several of the original planning conditions with regard to the management of the drive through and food outlet on Morecambe Road.

The Committee also discussed in detail the application in respect of the proposed change of use of 122 Balmoral Road, into a rehabilitation centre for substance misuse. Members indicated that many members of the public in the area concerned were extremely concerned about the proposal.

Application Number	Proposal Details	Site Address	Consultation Expiry Date
15/01454/VCN	Change of use from hotel into home for the elderly (pursuant to variation of condition 2 and 3 on planning permission 01/86/1048 to allow the premises to be used as a rehabilitation facility for substance misuse and to allow a maximum of 21 persons being accommodated on site)	Tregothnan Retirement Home, 112 Balmoral Road, Morecambe, Lancashire, LA3 1ST	Tue 22 Dec 2015
15/01518/FUL	Demolition of existing garage and erection of a replacement double garage	49 Broadway, Morecambe, Lancashire, LA4 5XX	Thu 24 Dec 2015
15/01408/ADV	Advertisement application for the display of a non-illuminated fascia sign and a hanging sign	The Morecambe Bay Hotel, 317 - 318 Marine Road Central, Morecambe, Lancashire, LA4 5	Thu 31 Dec 2015
15/01420/FUL	Erection of a single storey side extension to existing dermatology unit	Queen Victoria Hospital, Thornton Road, Morecambe, Lancashire, LA4 5NN	Thu 31 Dec 2015
15/01413/FUL	Retrospective application for the retention of increased land levels	302 Oxcliffe Road, Heaton with Oxcliffe, Morecambe, Lancashire, LA3 3EJ	Thu 31 Dec 2015
15/01472/FUL	Erection of a single storey rear extension	53 Princes Crescent, Morecambe, Lancashire, LA4 6BY	Sat 02 Jan 2016
15/01554/FUL	Erection of a single storey side and rear extension.	75 Schola Green Lane, Morecambe, Lancashire, LA4 4PT	Sat 02 Jan 2016
15/01406/FUL	Change of use application from 2 residential dwellings to 6 self-contained flats	46 - 48 Claremont Road, Morecambe, Lancashire, LA4 4HL	Thu 07 Jan 2016
15/01552/FUL	Demolition of existing garage and erection of a single storey side and rear extension.	28 St Christopher's Way, Morecambe, Lancashire, LA4 6EE	Thu 07 Jan 2016
15/01581/ADV and 15/01582/ADV	Advertisement application for the display of an internally illuminated 8-metre-high totem sign	McDonalds Restaurant, Morecambe Road, Morecambe, Lancashire, LA3 3AB	Fri 08 Jan 2016
15/01565/CU	Change of use of house in multiple occupation(C4) to 4 self-contained flats(C3) & erection of 1 dwelling	8 South Road, Morecambe, Lancashire, LA4 5RA	Sat 09 Jan 2016

Application Number	Proposal Details	Site Address	Consultation Expiry Date
15/01577/FUL	Erection of a detached storage building	Station Yard, Euston Road, Morecambe, Lancashire, LA4 5LL	Thu 14 Jan 2016
15/01527/CU	Change of use from dwelling to one 1-bed flat and one 3-bed flat	176 Lancaster Road, Morecambe, Lancashire, LA4 5QP	Thu 14 Jan 2016
15/01576/FUL	Construction of a dormer window to the side elevation	9 Chestnut Drive, Morecambe, Lancashire, LA4 6HN,	Thu 14 Jan 2016
15/01122/FUL	Demolition of existing warehouse and erection of 6 dwelling houses	Alice Street Works, Alice Street, Morecambe, Lancashire, LA4 5NH	Wed 13 Jan 2016

Resolved:

The Committee resolved unanimously that Council be recommended to:

- (1) Request the City Council to consider including a general comment on approvals in respect of all applications similar to the application from the Morecambe Bay Hotel (Application No. 15/01408/ADV - Advertisement application for the display of a non-illuminated fascia sign and a hanging sign) that signs should not adversely affect neighbouring properties.**
- (2) Agree that in respect of both the applications from McDonalds (15/01581/ADV and 15/01582/ADV) in relation to retrospective applications for the display of an internally illuminated 8-metre-high totem signs the following be agreed:**
 - to request the City Council to refer both applications to its Planning and Highways Regulatory Committee for determination;**
 - the Clerk to write to the City Councillors for the Torrisholme ward urging them on behalf of the Town Council to also request that both applications be referred to the Planning and Highways Regulatory Committee for determination;**
 - the Clerk to attend the City Council's Planning and Regulatory Committee when the applications are considered to highlight to members of that Committee the Town Council's concerns on behalf of local residents;**
 - to object to both applications on behalf of local residents on the following basis:**
 - the two signs are too large and inappropriate for a residential area and would create unnecessary instructiveness to the neighbouring properties and amenities;**
 - the two signs are close to the highway and could lead to road safety issues as the signs could distract drivers in an area where they would be a very busy junction following completion of the Heysham M6 Link road and which is also in close proximity to a much used pelican crossing;**

- the two signs would increase conflict of interest within the area following the completion of the forthcoming new road layout; and
 - McDonald's had a previous history of not complying with previous planning conditions to the detriment of nearby residents, i.e.
 - The time limit for receipt of deliveries in the morning had been set at 7.00a.m. although residents observe delivery regularly arriving at 5.00 a.m. and parking outside with engines running;
 - The regular litter cleans around the premises appear to be only undertaken when residents intervene, rather than McDonald's undertaking these as required by the original conditions; and
 - The bollards at the entrance/exits as required by the original planning permission do not appear to have been provided by McDonalds.
- (3) Agree that in respect of Application No. 15/01454/VCN Change of use from hotel into home for the elderly (pursuant to variation of condition 2 and 3 on planning permission 01/86/1048 to allow the premises to be used as a rehabilitation facility for substance misuse and to allow a maximum of 21 persons being accommodated on site) at 112 Balmoral Road the City Council be informed that the Town Council objects to the application on behalf of the local community on the following basis:
- The proposed change of use was in the wrong place and un-neighbourly;
 - The proposed change of use was not need as there were other similar service outlets within Morecambe which could adequately cater for and address the issues of substance misuse;
 - There would not be appropriate parking adjacent to the proposed development;
 - The local community remained extremely concerned about community safety and the impact the development could have on the local surrounding area particularly local schools;
 - The proposal did not appear consistent with the current Local Plan for the area;
 - The proposed development was likely to increase noise levels and disturbances in the local community to an unacceptable level; and
 - To request the City council to ensure that in the worst case scenario of planning permission being granted, a condition be implied which required the implementation of an effective 24 hour management plan regarding supervision and control to minimise disturbance and disruptions to the local community.
- (4) Agree that in respect of Application No. 15/01406/FUL at 46-48 Claremont Road for the Change of use application from 2 residential dwellings to 6 self-contained flats the City Council be informed that the Town Council:
- Remained extremely concerned about the creation of more flats in the West End of Morecambe on the basis that the area required more family dwellings and not further bed sits; and
 - Requests a policy review to require an increase in the development of family dwellings in this area of the town.

- (5) **Agree that in respect of Application No 15/01413/FUL Retrospective application for the retention of increased land levels at 302 Oxcliffe Road, the City Council be informed that whilst the Town Council was not against the proposal, it requests that conditions be included on any permission granted requiring adequate drainage to ensure there could be no excessive water run off/flooding into the surrounding area.**
- (6) **Agree that no objections or concerns be raised in respect of the other planning applications set out in the above table.**

43. Government Consultation on proposed changes to National Planning Policy

The Committee considered in detail the Government Consultation paper regarding proposed changes to the National Planning Policy framework. The Government had requested comments by 22nd February and had asked 23 specific questions in the consultation.

The Committee considered each question and made recommendations to the Council on issues that should be included in the Council's response to this important consultation.

Resolved:

That Council be recommended to approve the suggested comments set out at Appendix A to these minutes as the Town Council's response to the Government's Consultation paper regarding amendments to the National Planning Policy Framework.:

44. Neighbourhood Plan

The Clerk updated the Committee on progress. A grant application for support towards the administration and processing of the Plan had been submitted. The application should be determined by the end of January, following which the Council could begin work in earnest.

Resolved:

That the report be noted

45. Morecambe in Bloom

The Clerk updated the Committee on progress with the Morecambe in Bloom competition for 2016.

A Community support group had been instigated and it was envisaged that this Group would work in partnership to assist in developing and enhancing Morecambe in Bloom, which should result in the overall appearance of the town being improved.

The main focus for 2016 would be increasing entries, encouraging schools to enter, obtaining additional sponsorship and working in partnership with the City Council to enhance Morecambe.

Resolved:

That the report be noted.

Chairman

The meeting closed at 8.40 pm

Appendix A

Minute 43: Government Consultation on proposed changes to National Planning Policy

Recommended Town Council response to the 23 questions:

a) Affordable Housing

Q1. Do you have any comments or suggestions about the proposal to amend the definition of affordable housing in national planning policy to include a wider range of low cost home ownership options?

Q2. Do you have any views on the implications of the proposed change to the definition of affordable housing on people with protected characteristics as defined in the Equalities Act 2010? What evidence do you have on this matter?

MTC suggested response to Questions 1 and 2:

The removal of the “in perpetuity” terms can mean that it will be possible for people to profit from the discounts, with the knock on effect that such discounts cannot be recycled.

The cap is too high. In most areas a house of £250,000 in value is highly likely to constitute a “starter” home in any sense of the word. This unrealistically high cap could mean that the money which prescribes the 20% discount is squandered. This in turn means that affordable developments are fewer than they could be. Lowering the cap could ensure more affordable housing, (a particular concern and requirement in areas such as Morecambe) without having to remove the “in perpetuity” conditions.

b) Increasing residential density around commuter hubs

Q3. Do you agree with the Government’s definition of commuter hub? If not, what changes do you consider are required?

MTC suggested response:

The Town Council does not agree with the proposal or believe it necessary or appropriate, as everywhere in a town should be within 15 minutes of a bus route or train station. The main issues in allowing housing developments to create commuter hubs should be ensuring controls are in place ensuring adequate and safe road and service provision.

Q4. Do you have any further suggestions for proposals to support higher density development around commuter hubs through the planning system?

MTC suggested response:

No comment

Q5. Do you agree that the Government should not introduce a minimum level of residential densities in national policy for areas around commuter hubs? If not, why not?

MTC suggested response:

The Town Council does not believe this is necessary, as it is likely to lead to an increase in housing development in areas already with a very high housing density e.g. Morecambe, and any such policies must have regard for the existing environment and service provision, and ensure there was no further erosion of housing standards, as the country as well as Morecambe cannot allow housing standards to be reduced any further.

c) Supporting new settlements, development on brownfield land and small sites, and delivery of housing agrees in Local Plans

Q6. Do you consider that national planning policy should provide greater policy support for new settlements in meeting development needs? If not, why not?

MTC suggested response:

The Town Council would support this proposal, and indeed has made recommendations to its local Planning Authority regarding addressing the housing requirements in this area through the establishment of a new settlement on an appropriate brownfield site.

Q7. Do you consider that it would be beneficial to strengthen policy on development of brownfield land for housing? If not, why not and are there any unintended impacts that we should take into account?

MTC suggested response:

The Town Council does not agree with this proposal as it is likely to lead towards further “land banking” unless the policies regarding VAT etc. were amended, particularly in respect of smaller scale developments.

Q8. Do you consider that it would be beneficial to strengthen policy on development of small sites for housing? If not, why not? How could the change impact on the calculation of the local planning authorities’ five-year land supply?

MTC suggested response:

The Town Council does not believe there is a need for this proposal as most Local Planning Authorities are likely to go for all brownfield sites before all others.

Q9. Do you agree with the Government proposal to define a small site as a site of less than 10 units? If not, what other definition do you consider is appropriate, and why?

MTC suggested response:

The Town Council agrees this is a reasonable proposal.

Q10. Do you consider that national planning policy should set out that local planning authorities should put in place a specific positive local policy for assessing applications for development on small sites not allocated in the Local Plan?

MTC suggested response:

The Town Council agrees with this proposal

Q11. We would welcome your views on how best to implement the housing delivery test, and in particular:

- What do you consider should be the baseline against which to monitor delivery of new housing?
- What should constitute significant under-delivery, and over what time period?
- What steps do you think should be taken in response to significant under-delivery?
- How do you see this approach working when the housing policies in the Local Plan are not up-to-date?

MTC suggested response:

The Town Council understands that developers should be given an agreed amount of time to build after obtaining planning permission. However, the Council has serious concerns regarding the increase in land banking by developers, who obtain permission and often do not build for several years and even renew permissions and continue not to build. The Council would urge that after an agreed amount of time i.e. 2-3 years, the land be subject to taxation e.g. Council Tax, if build had not commenced.

The Town Council remains concerned at the evidence for the number of required houses within the UK.

Q12. What would be the impact of a housing delivery test on development activity?

MTC suggested response:

The Town Council believes this would have no impact as this is a market problem and it would not be aided by further administrative and bureaucratic procedures being introduced.

d) Supporting delivery of starter homes

Q13. What evidence would you suggest could be used to justify retention of land for commercial or similar use? Should there be a fixed time limit on land retention for commercial use?

MTC suggested response:

Meaningful evidence could be in the form of Business Plans etc..

Q14. Do you consider that the starter homes exception site policy should be extended to unviable or underused retail, leisure and non-residential institutional brownfield land?

MTC suggested response:

The Town Council agrees with this, except for the use of land allocated for leisure use, in order to protect leisure use, particularly in areas where overall population density has increased and would continue to increase.

Q15. Do you support the proposal to strengthen the starter homes exception site policy? If not, why not?

MTC suggested response:

The Town Council would support this proposal but not in its entirety. The Town Council believes that land allocated for leisure purposes should be exempt from this policy proposal, on the basis that in urban areas spaces for leisure have already been severely eroded, and local communities require access to such land to assist in maintaining the overall life balances.

Q16. Should starter homes form a significant element of any housing component within mixed use developments and converted unlet commercial units?

MTC suggested response:

The Town Council would support proceeding as suggested although with caution. Great care should be taken to prevent substandard accommodation being developed. The Town Council would support reintroducing housing in shopping areas particularly the previous “above the shop” initiative, although such houses should only be for single persons or at the very least starter homes for young couples, and not for families.

Q17. Should rural exception sites be used to deliver starter homes in rural areas? If so, should local planning authorities have the flexibility to require local connection tests?

MTC suggested response:

The Town Council would support both these proposals.

Q18. Are there any other policy approaches to delivering starter homes in rural areas that you would support?

MTC suggested response:

No suggested response

Q19. Should local communities have the opportunity to allocate sites for small scale starter home developments in their Green Belt through neighbourhood plans?

MTC suggested response:

The Town Council would support this proposal provided there were constraints to prevent sites being allocated without adequate service and highway provision.

Q20. Should planning policy be amended to allow redevelopment of brownfield sites for starter homes through a more flexible approach to assessing the impact on openness?

MTC suggested response:

The Town Council would support this proposal with the proviso that constraints were included in the final policy wording to prevent and ensure there could be no piecemeal developments.

e) Transitional arrangements

Q21. We would welcome your views on our proposed transitional arrangements.

MTC suggested response:

The Town Council believes that the Government is underestimating the time it takes for Local Planning Authorities to carry out measured and coherent policy development. The proposed changes would reduce the quality of consultation and therefore of future policies, and thus further undermine the planning process.

f) General questions

Q22. What are your views on the assumptions and data sources set out in this document to estimate the impact of the proposed changes? Is there any other evidence which you think we need to consider?

MTC suggested response:

None

Q23. Have you any other views on the implications of our proposed changes to national planning policy on people with protected characteristics as defined in the Equalities Act 2010? What evidence do you have on this matter?

MTC suggested response:

None

MORECAMBE TOWN COUNCIL

Minutes from the Finance and Management Committee Meeting held at 7.00 pm on Thursday 14th January, 2016

Councillors Present: B. Hughes (Chairman), J. Ashworth, B. Barber, D. Clifford, R. Dennison, Janice Hanson and M. Pattison

Also in attendance: Councillor L. Page

Notes:

- Councillor Clifford and Hughes arrived during the consideration of Minute No. 32 and apologised for their late arrival.
- Councillor Hanson was appointed as Acting Chairman by the Committee at the start of the meeting.
- Councillor Hughes took over the chairing of the meeting upon his arrival.

Officers in attendance – David Croxall (Clerk to the Council)

29. Apologies for Absence

Councillor D. Brayshaw and P. Heath

30. Declarations of Interest

There were no Declarations of Interest

31. Minutes of Meeting of Finance and Management Committee held on 9th November, 2015

Resolved:

That the minutes of the meeting of the Finance and Management Committee held on 9th November, 2015 be signed as a correct record.

32. Payment Schedule

The committee considered the Payment Schedule for 1st November to 31st December, 2015 (Appendix A).

Resolved:

That Council be recommended to note the report

33. Budget Update 2015-16

The Clerk presented a report setting out the position with regard to the current year's budget as at 7th January, 2016 (attached at Appendix B).

The report informed the Committee that the likely position with regard to the 2015/16 budget at the yearend (31st March) would be as follows:

Estimated total spend:	£307,348.50
Actual spend to 7/1/2016:	£199,407.04
Funds Required to fund remaining estimated budget	
2015/16 assuming 100% spend on estimated budget:	£107,941.46
Amount in Bank at 7/1/2016:	£169,966.19

Add:

Amount owed for Portas Claim: £ 22,532.37

Add Outstanding Sponsorship owed for Morecambe in Bloom: £ 100.00

Less

County Council Healthy Street Funding held by MTC: £ 4,306.00

Arts Council funding towards Portas Street Art Project: £13,500.00

Actual amount in Bank Account available to spend at 7/1/16: £174,792.56

The Town Clerk's best estimate of expenditure prior to the yearend was £27,000, which would leave an estimated year end surplus of £147,792.56.

This figure will need to be taken into account when constructing the 2016/17 budget.

Resolved:

That Council be recommended to:

- (1) **Note the current position with regard to the Budget 2015/16 (Appendix B) as at 7th January, 2016.**
- (2) **Note that the estimated yearend surplus was £147,792.56**

34. Budget 2016/17

The Committee were informed that the Council must set a budget no later than 5th February, 2016.

The City Council had informed the Council that the Council's Tax Base for 2015-16 would be 9,359.29. Assuming the percent remained at its current level of £19.59 per Band D property this would give a precept £183,348.49.

The Clerk advised that the starting point for preparing the budget should be factoring into a draft budget the cost for undertaking the priority issues agreed in the Council's Strategy at its meeting on 10th December.

Once this cost was achieved, if the amount required was more than the current precept, Council would need to determine whether to increase the precept to accommodate the costs, consider alternative funding or remove some priorities from the budget.

The first part of the process was to consider the Staffing and Administration element of the budget and the Clerk submitted the draft Staffing and Administration budget for 2016/17 for consideration.

Based on the funds currently in the Council's bank Accounts and those required to fund the estimated spend to 31st March (see Item 33 above), the estimated funds available to carry forward to 2016/17 are **£147,792.56**.

The Clerk submitted a draft budget for 2016/17 to aid the process of determining the 2016/17 budget. The committed funds within the draft 2016/17 budget are the Festivals budget. This had been fully allocated and included the £5,000 towards a publicity and marketing campaign of all Morecambe's events in 2016.

In considering the budget against the Council's Strategy the Committee were advised that the funds available above the precept i.e. the estimated £147,792 were non-recurring funds, and careful consideration should be given to their use, in order that the community's expectations were not raised as to year on year service delivery that could not be realistically achieved and also any recurring revenue costs created by projects.

Appendix D to these minutes sets out the Town Clerk's notes and advice regarding the funding of priority issues within future budgets. The Clerk suggested that the Office Fund if maintained be funded from the non-recurring year end surplus.

The Committee debated the construction of the 2016/17 budget in detail, and felt that a recommendation could not be made until the issue regarding the future funding of PCSO's had been determined. The Clerk advised that this would be finalised at the Council meeting on 21st January, and that a senior Police Officer would be attending to provide further information to the Council to allow a decision to be made.

The Clerk estimated that the amount required to fund the current priorities (assuming PCSO funding was maintained at its current level) that were of a revenue nature other than the revenue costs for toilet provision (estimates had been requested) was £210,000. If the office fund was allocated from the non recurring surplus funds this would leave a "shortfall" of £27,000 if the Council maintained its precept at its current level.

Resolved:

That Council be recommended:

(1) To note the report

(2) Agree the Staffing and Administration budget 2016/17 as set out in the Table below:

ITEM	2014/15 (£)	2015/16	2015/16 estimated Year end spend	2016/17 Draft
Staffing (see Note 1 at Appendix C)	38,830.00	39,800.00	39,800.00	40,900.00
Employer NI Contribution (See Note 2 at Appendix C)	3,450.00	3,000.00	2,600.00	2,800.00
Employer Pension Contribution	3,300.00	4,000.00	3,892.00	4,060.00
Staff Travel Expenses (See Note 3 at Appendix C)	0	0	0	0
Town Council Office Rent (See Note 4 at Appendix C)	3,600.00	3,850.00	3,850.00	3,850.00
Photocopier Charges	1,500.00	1,500.00	1,500.00	1,500.00
Hire of Rooms (meetings)	1,000.00	1,000.00	1,000.00	1,000.00
Subscriptions (See Note 5 at Appendix C)	200.00	200.00	187.00	200.00
Telephone	480.00	480.00	430.00	460.00
Postage, Printing and Stationery	500.00	500.00	500.00	500.00
Accountancy and Audit (See Note 6 at Appendix C)	1,700.00	1,500.00	1,445.00	1,500.00
Insurance (See Note 7 at Appendix C)	800.00	750.00	514.45	750.00
Council Tax (See Note 8 at Appendix C)	0	0	0	100.00
Website (see Note 9 at Appendix C)	500.00	450.00	450.00	400.00
Legal Expenses (See Note 10 at Appendix C)	800.00	500.00	0	500.00
TOTAL	57,080.00	57,530.00	56,156.45	58,520.00

(Notes to the Staffing and Admin Budget are set out at Appendix C to these minutes)

- (3) **Agree that the determination of the 2016/17 budget be deferred to an Extraordinary Meeting of Council on 4th February, to allow the position with regard to the funding of PCSO's to be determined by Council on 21st January, and in light of that decision allow the Finance Committee to meet on 28th January, to prepare a draft budget.**

----- Chairman

The meeting closed at 8.35 p.m.

Appendix A: Payment and Receipts Schedule

1st November to 31st December, 2015

Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Section 137 Expenditure	100896	Poppy Wreath	Royal British Legion	50.00	0.00	50.00
Community Grants	100892	Grant - Four Seasons Allotment	Builder Supplies	427.71	85.54	513.25
Christmas Lights	100897	Christmas Lights	Christmas Plus Ltd	1,860.00	372.00	2,232.00
Town Council Office Rent	100898	Office Rent	Lancaster City Council	890.00	0.00	890.00
Community Grants	100902	Lights & Baubles	B & M Bargains	16.01	0.00	16.01
Community Grants	100902	Xmas Tree Lights	Ebay	37.99	0.00	37.99
Morecambe Christmas Tree Festival	100902	Lights and Baubles	B & M Bargains	7.78	0.00	7.78
Christmas Lights	100903	Electricity for Xmas Lights	Carol Hill Conveyancing	50.00	0.00	50.00
Postage, Printing and Stationery	100904	Paper & Envelopes	GLS Educational Supplies	58.95	11.79	70.74
Bank Charges	STD ORDER	Bank Charges	Morecambe Town Council	15.10	0.00	15.10
Community Grants	100901	Christmas Tree – Fr Morecambe Station	Ebay	39.95	0.00	39.95
Telephone	STD ORDER	Telephone Bill	Talk Talk Business	30.70	6.14	36.84
Community Grants	100899	Display Cabinets	Morecambe Heritage	500.00	0.00	500.00

Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Community Grants	100908	Grant – Allotments Assoc	West End & Heysham Allotments	500.00	0.00	500.00
Accountancy and Audit	100910	Internal Audit	Neil Leadbetter	550.00	0.00	550.00
Photocopier Charges	100911	Photocopier Hire	MB Digital	30.10	6.02	36.12
Postage, Printing and Stationery	100912	Computer Maintenance	KTD	69.00	13.80	82.80
Office Rent	100915	Office Rent	Lancaster City Council	208.33	0.00	208.33
Town Council Office Rent	100914	Office Rent	Lancaster City Council	910.00	0.00	910.00
Community Grants	100918	Grants- More Together Magazine	More Together Magazine	500.00	0.00	500.00
Photocopier Charges	100919	Photocopier Hire	MB Digital	30.10	6.02	36.12
Hire of Rooms (Meetings)	100920	Hire of Council Chamber	Lancaster City Council	280.00	0.66	280.66
Christmas Lights	100921	Christmas Lights	Blachere Illumination	4,063.47	812.69	4,876.16
Telephone	STD ORDER	Telephone Bill	Talk Talk Business	38.96	7.79	46.75
Postage, Printing and Stationery	100920	Postal Charges	Lancaster City Council	4.50	0.00	4.50
Bank Charges	STD ORDER	Bank Charges	Morecambe Town Council	33.34	0.00	33.34
Salaries	STD ORDER	November Salaries	Morecambe Town Council	2,676.31	0.00	2,676.31
Salaries	STD ORDER	Employee Pension Contributions	Morecambe Town Council	142.42	0.00	142.42

Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Employer Pension Contributions	STD ORDER	Nov Pension Contributions	Morecambe Town Council	324.27	0.00	324.27
Salaries	STD ORDER	December Salaries	Morecambe Town Council	2,676.31	0.00	2,676.31
Salaries	STD ORDER	December Employee Pension Contributions	Morecambe Town Council	142.42	0.00	142.42
Employer Pension Contributions	STD ORDER	December Pension Contributions	Morecambe Town Council	324.27	0.00	324.27
Totals				17487.99	1322.45	18810.44

Festivals Budget Expenditure (1st November to 31st December, 2015)

Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Festivals	100898	Festival - Morecambe Live	Morecambe Live	654.17	130.84	785.01
Festivals	100900	Advertising - Morecambe Jazz	The Bay	75.00	15.00	90.00
Festivals	100906	Contribution to Barefest	Bare Village Business Association	1,000.00	0.00	1,000.00
Festivals	100914	Hire of Platform - PCO	Lancaster City Council	537.44	107.49	644.93
Festivals	100920	Festival - Vintage by the Sea	Lancaster City Council	18,000.00	0.00	18,000.00
Totals				20266.61	253.33	20519.94

Portas Expenditure (1st November to 31st December, 2015)

Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Portas Town Team	100913	Cotton Shopping Bags	Tom Grattan Ltd	2,415.00	483.00	2,898.00
Portas Town Team	100913	Leaflets and Posters	Tom Grattan Ltd	377.37	75.47	452.84
Portas Town Team	100914	Portas Wayfinding Contribution	Lancaster City Council	5,000.00	0.00	5,000.00
Portas Town Team	100916	Street Art Consultancy Fee	Deco Publique	1,500.00	0.00	1,500.00
Totals				9,292.37	558.47	9850.84

Appendix B: Budget 2015/16 – Position as at 7th January, 2016

Budget Head	Income (£)	Estimated Expenditure (£)	Actual Expenditure (7/1/2016) (£)
Salaries	0	39,800.00	28,942.49
Employer NI Contribution	0	3,000.00	1,312.21
Employer Pension Contributions	0	4,000.00	2,594.16
Town Council Office Rent	0	3,850.00	2,908.33
Photocopier Charges	0	1,500.00	1,357.36
Hire of Rooms (Meetings)	0	1,000.00	682.00
Subscriptions	0	200.00	187.00
Telephone	0	480.00	289.03
Postage, Printing and Stationery	0	500.00	417.09
Accountancy and Audit	0	1,500.00	1,445.00
Insurance	0	750.00	514.45
Website	0	450.00	370.00
Legal Expenses	0	500.00	0
Training	0	500.00	399.00
Festivals	0	65,000.00	52,393.91
Flagpole	0	3,600.00	0
Litter Picking	0	500.00	0
Grants 2014/15	0	8,000.00	4,363.28
PCSOs	0	67,608.00	67,608.00
Community Centre and Town Council Office Funds	0	55,000.00	0
Section 137 Expenditure	0	400.00	50.00
By-Election Fund	0	6,000.00	0
Bank Interest	583.41	-	-
Bank Charges	0	200.00	143.84
Annual Precept	180,449.00	-	-
Portas Town Team	46,998.42	0	22,532.37
Special Projects	0	31,490.00	0
Christmas Lights	860.00	6,200.00	5,973.47
Morecambe in Bloom	753.45	1,000.00	756.64
Roger Plumb Memorial Bench	470.50	470.50	470.50
Morecambe Christmas Tree Festival	0	200.00	70.64
Office Computers	0	2,000.00	1,988.75
Strategic Vision Consultation	0	1,650.00	1,637.52
Totals	230,114.78	307,348.50	199,407.74

Appendix C: Notes to Staffing and Administration Budget 2016/17

Note 1: Staff are currently on Local Government standard contracts and paid using the Local Government pay scales. Both contracts are on a scale, which allows an annual increment through a pay scale until the top of the scale is reached. The salaries figure in Table 1 for 2016/17 assume both staff advanced to the next increment.

Note 2: These figures take account of potential changes to salaries and the revised Government NI rules from April 2016.

Note 3: The Council has an agreed scheme, and any claims are currently funded from within the Salaries budget.

Note 4: The Town Council office rent was reviewed by our landlord, the City Council and set at £3,850 until May 2016. The current lease ends in May 2016 and continued use of the current office space will then be subject to negotiation with the City Council.

Note 5: Subscriptions are the cost of the Clerk being a member of the Society of Local Clerks, which provides weekly updates on legislation etc. and provides an online and telephone help service during the working week on all procedural and legal issues.

Note 6: Audit and Accountancy paus for the annual external and internal audit costs which are a legal requirement.

Note 7: The draft suggests an increase to the current budget level, as it is likely that additional projects will require additions to our current Insurance Policy.

Note 8: The current office has rate relief. However, the Clerk has been notified that this be reapplied for. In the event this is unsuccessful there would be business rates charge of around £100 per annum.

Note 9: The costs are for the annual hosting fee of £150 and a small additional amount to protect the Council's position for any repairs required or additions required that staff are not trained or skilled to undertake.

Note 10: It would be prudent to maintain this small budget as the Clerk is not a qualified lawyer, and although legal advice if required may be obtained from the Clerk's professional body, internal audit advice remains that this would be prudent in helping to minimise the risks to the Council.

Appendix D:

Issues from the Council's agreed priorities to consider in completing the Budget

Toilets: Costings and options for toilet provision have been requested from appropriate companies/potential contractors following visits to the two toilet blocks during week commencing 4th January, 2016. This project will also require discussions with the City Council as owners of the toilet blocks.

Youth Council: The Community Engagement Committee have recommended a budget of £1,000 being given to the Youth Council to manage on projects aimed at supporting/assisting young people.

Community Events: The community Engagement Committee are recommending taking part in two events and producing a Morecambe calendar promoting events and generating funds for future community work. The two events are the Christmas Tree Festival and Morecambe Carnival. Initially a small budget of £500 is suggested.

Garden Share Scheme: This project may require funding other than staff time although at this stage of its development this cannot yet be quantified.

Community Safety measures: The Council should first determine finally its future funding towards PCSOs. The Council would then need to consider other measures it could assist with to enhance community safety, in partnership with the Police and the community. It was therefore extremely difficult to estimate a budget at this stage.

Christmas Lights: The Council should debate this issue. The council was committed to a three year hire agreement for the Pedder Street lights. This has two more years to run at an annual cost of £1,312.47. The council owns six cross street displays and several tree wrapping displays. However, the annual costs for storing and installing/removing remain hire outside a hire agreement. Around Christmas 2015 there were serious issues of maintaining power output to two of the Town Councils displays. This issue would need to be addressed in the review and perhaps a meeting be formally requested with the City Council to explore a more cost effective method of providing and enhancing light provision in Morecambe in partnership basis, rather than both organisations providing their own lights in a piecemeal way.

These discussions should also include the local business community, particularly West End Community partnership and Bare Business Association who put significant resources themselves into Christmas Lighting.

War Memorial: The War Memorial renovation project was likely to require some element of matched funding and it was recommended that a minimum amount of £10,000 be set aside towards this.

Special Projects: The Clerk would recommend that this budget be removed, and a budget head created for each project/priority area e.g. War Memorial etc.

Neighbourhood Plan: This will be a significant project for the Council. Grant funding should allow the Council to employ an appropriate professional to assist. Considerable staff

time (funded via the Salaries budget) will be required. It may be prudent to set aside a small addition budget to assist with the Plan's development.

Securing the Future of Morecambe Town Hall: Discussion are yet to begin in earnest with the current owners of the building. Depending on how this unfolds, significant Town Council funds may be required. The Council already has an Office Fund of £55,000 and it was recommended that this was maintained and funded from the non-recurring surplus balance, given the impending discussions and the fact that our current lease expires in May 2016.

COUNCIL – 21st January, 2016

Item No: 10

Report of: Town Clerk

Community Garden Centre Concept

Members will recall the presentation given at the of Council held on 19th November by Councillor David Brayshaw regrading a proposed Community Garden Centre project on land within the current City Council White Lund depot.

The Council agreed the following resolution on 19th November (Minute No. refers):

“That under powers bestowed by the Localism Act, 2011 the Town Council enters into discussions with Lancaster City Council, to register an interest and discuss the feasibility of taking over the operation of the City Council Nursery (in conjunction with local Community Groups including an appropriate Community Interest Company), with a view to creating a Community Garden Centre, and to request Lancaster City Council to set aside appropriate Officer Time to discuss the feasibility of this project.”

The Clerk wrote to Lancaster City immediately after the Town Council meeting in November, conveying this resolution and requesting a meeting.

The following response was received within a letter dated 24th November from the Chief Executive of Lancaster City Council

“Unfortunately the Morecambe Visitor had already been in contact and it was necessary to provide a response to them to meet their deadline (copy attached).

In terms of the particular proposal itself, the White Lund Plant and Training Centre is an integral part of the city council operations and the city council intends to retain it for its present function.

If asked, the city council could have provided this clarification in advance of the presentation being made to Morecambe Town Council.

Can I suggest that Councillor Blamire, Leader of the city council, and myself meet with the Chairman of the Town Council and yourself to discuss the best way of communicating so that we can avoid similar problems in the future.”

The letter also included a copy of the following statement which the City Council had made to the Morecambe Visitor. Apparently, the Clerk’s letter was not received by the City Council until after the Visitor contacted the City Council for a comment on the matter on the morning after the Town Council meeting:

“Lancaster City Council

Response

Enquiry No: 11901 23111/15

Enquiry From:

Greg Lambert - Morecambe Visitor

At the meeting of Morecambe Town Council David Brayshaw proposed that he enter into discussions with the council with a view to the possibility of running the nursery at our White Lund Depot. He reported that the nursery was making a loss of £225,000 each year.

Just want to know more about what the nursery is currently used for.

Response from:

Coun David Smith, cabinet member with responsibility for Environmental Services, said: "It is entirely false to claim that the nursery makes this loss and in actual fact it is expected to generate a small surplus this year.

"The primary purpose of the White Lund Plant and Training Centre is to provide the plants, trees and flowerbeds the council needs for the district's public parks and gardens.

"Growing our own plants is more cost effective and without the plant centre we would either not be able to provide flowers for Morecambe's award-winning flowerbeds, or have to purchase them from a third party supplier at a higher cost.

"We also supply plants to other councils for their own municipal flower beds and this income stream contributes towards the overheads of White Lund depot.

"The centre's secondary purpose is to provide training opportunities for the long-term unemployed, school children on work placement, and students from Piccadilly Gardens and Lancaster and Morecambe College.

"As yet we have no idea what the proposals are but it does appear they aren't based on any factual information."

A meeting subsequently took place on 15th December attended by the Chief Executive and Leader of Lancaster City Council and the Chairman and Clerk of the Town Council. At the meeting the City Council reiterated their position as set out in the attached letter, and suggested that in future the Town Council communicates ideas/suggestions to the City Council in a different manner (see Item 11) on the agenda.

There are two issues for the Council to consider in light of this response:

- How to respond to the City Council's letter regarding the Community Garden Concept; and
- Future communication with City Council – see separate report on the agenda at Item 11.

Actions Required

To consider how to respond from the response received from Lancaster City Council.

COUNCIL – 21st January, 2016

Item No: 11

Report of: Town Clerk

Liaison Accord with Lancaster City Council

Further to Item No. 10 regarding the outcome of the approach to Lancaster City Council regarding the Community Garden concept, the City Council have forwarded a proposed Liaison Accord for consideration (**set out below**).

The City Council are asking the Town Council to commit to the Accord, as they believe this would strengthen and enhance communication/liaison between the two organisations over matters such as the Garden Centre proposal, and other issues where City Council land and property would be affected by any proposals from the Town Council.

If the Town Council agree to adhere to the Accord, future negotiations in respect of the use of toilets, the Town Hall etc.. would then fall under the requirements of this Accord.

Liaison Accord for Morecambe Town Council and Lancaster City Council

Lancaster City Council is the District tier of Local Government for Lancaster District. Morecambe Town Council is the Parish Council for the wards of Bare, Harbour, Heysham North, Poulton, Torrisholme and Westgate within Lancaster District.

Both Councils, being Local Government authorities, are autonomous bodies governed by elected members who are elected to represent the citizens of their area.

Both councils have powers to undertake certain activities and both have powers to raise funds to take actions in accordance with their priorities and powers.

When two autonomous councils cover the same area this means that membership, interests and responsibilities will on occasion overlap.

This protocol is designed to enhance the liaison between the two councils to assist with effective and efficient governance for local citizens.

Both councils will undertake, as far as is reasonable and practical, to provide prior liaison with the other council on issues which can be identified as being of mutual concern.

This liaison will be undertaken quarterly through joint meetings of senior elected members and officer representatives of each council.

Matters that arise that cannot be held over for quarterly meetings will be dealt with by ad hoc meetings.

Both councils will endeavour to raise matters informally and as early as possible in the decision making cycle with the aim of enhancing collaboration.

All Councillors from each Council will be expected to operate within the spirit of the accord.

Any Councillors who do not operate within the spirit of the accord will be accountable for their actions to their own Council.

Actions Required

- **To consider the Accord**
- **To consider who would represent the Town Council at the quarterly meetings if it was agreed to adopt the Accord**

COUNCIL – 21st January, 2016

Item No: 12

Report of: Town Clerk

School Parking

Introduction

Members will recall that previous consideration has been given to the issue of parking outside schools following concerns expressed by local residents.

The following resolutions were agreed at the meeting of Council on 19th November regarding this issue:

- *That the Clerk writes to other Town/Parish, City/Borough, and County Councils seeking financial assistance towards the large scale media campaign to help spread awareness about the importance of parking safely around schools and reports back to a future meeting outlining the funding offered by other Council's prior to any commercial media campaign being committed to.*
- *That the Clerk makes arrangements to undertake a local media campaign regarding the dangers of school parking.*
- *That Councillor Barber assists the development of the local media campaign with regard to encouraging Radio Lancashire to become involved.*

Requests for Financial Support

The Clerk wrote to all Parish and Town Councils within The Bay catchment area outlining the Town Council's concern over the potential safety problems caused by irresponsible parking outside schools at the end of November.

Several responses have been received supporting the need for action and in principal a wide ranging high profile campaign, although no offers of financial assistance have been received to date.

A follow up email was sent to all those Parishes during week commencing 4th January.

Local media Campaign

The Clerk met with the new editor of the Morecambe Visitor on 1st December. This was a very positive meeting and the Visitor will shortly be undertaking a campaign in their newspaper to promote responsible parking outside schools. This will take place over several weeks using articles and relevant real life stories from local residents and schools where possible.

The Town Council will use its social media and website to back up this campaign once it commences.

The Bay's Proposal

The Bay have been asked to reconsider their initial proposal and details of this should be received prior to the meeting. Details of any amended proposal will be forwarded to members prior to the meeting.

Radio Lancashire

Councillor Barber has spoken to Radio Lancashire, although she is still awaiting a response on how they could assist.

Funding

If the Council wish to take actions which cost, the Clerk would suggest utilising the funding available in the Healthy Streets budget totalling £4,000.

Actions Required

To consider whether to proceed with a larger scale media campaign in partnership with The Bay

COUNCIL – 21st January, 2016

Item No: 13

Report of: Town Clerk

Consultation re Lancaster City Council Parking Charges 2016/17

The City Council's Cabinet will be considering its Corporate Fees and Charges report at the meeting to be held on 16th February and proposals for car parking charges for 2016/17 will be included in the report.

The proposals at Appendix A in respect of off street parking charges have been forwarded to the Clerk on 14th January, and the Town Council has been invited to comment on the proposals.

The full report will be published on the City Council's web site on 4th February and will be accessible via the following link:-

<http://committeeadmin.lancaster.gov.uk/ieDocHome.aspx?Categories=>

Comments on the proposals are requested to be submitted preferably by Friday 5th February to the City Council but no later than Friday 12th February and comments received will be made available to Cabinet Members before the meeting.

Actions Required:

The Council is required to consider the proposals and determine if it wishes to make any comments to the City Council for consideration by the Cabinet on 16th February.

Appendix A: The City Council Annual Review of Parking Fees and Charges 2016/17 Proposals

Off Street Parking Charges (Generally)

Pay and Display

Option 1A

To increase all **Up to 1 hour** parking charges across all car parks in Lancaster and Morecambe from £1.30 to £1.40 and from £1.10 to £1.20 on the Festival Car Park in Morecambe.

Williamson Park, Lancaster

To increase the **Up to 1 hour** charge from 0.90p to £1.00

To increase the **Full Day** charge from £1.50 to £1.60

Option 1B

To implement the following tariff increases in Lancaster:-

To increase the **Up to 1 hour** charge from £1.30 to £1.40

To increase the **evening parking** charge from £1.40 to £1.50

To increase the **Up to 3 hours** long stay charge from £2.40 to £2.60

Williamson Park

To increase the **Up to 1 hour** charge from 0.90p to £1.00

To increase the **Full Day** charge from £1.50 to £1.60

Option 1C

To implement the following tariff increases in Lancaster:-

To increase the **Up to 1 hour** charge from £1.30 to £1.40

To increase the **Up to 3 hours** long stay charge from £2.40 to £2.60

To increase the **Up to 5 hours** long stay charge from £3.90 to £4.30

To increase the **Up to 10 hours** long stay charge from £6.50 to £7.00

Williamson Park

To increase the **Up to 1 hour** charge from 0.90p to £1.00

To increase the **Full Day** charge from £1.50 to £1.60

The officer preferred option is Option 1A

This maintains consistent charging across all the main car parks in Lancaster and Morecambe and avoids any confusion over charging arrangements that could lead to operational and enforcement problems.

Mobile Phone Parking

This optional service was introduced on a trial basis in June last year and allows customers to purchase their parking via their mobile phone and mobile app. There is no registration fee for the service and customers are charged a 20p convenience charge and can choose to pay a further 10p for a text reminder to advise them their time is running out and giving them the option to top-up their payment.

The service has proved extremely popular and over 10,000 parking sessions have been purchased up to mid-December. For the service to be made permanent approval is required to include £5,000 in next year's draft budget and subsequent years.

The report includes the following proposal:-

To extend mobile phone cashless parking on a permanent basis and to include the necessary growth item in the draft 2016/17 budget and subsequent years.

COUNCIL – 21st January, 2016

Item No: 15

Report of: Town Clerk

Byelaws

Members will recall that during discussions regarding the Strategic Vision, concerns were about the parking of camper vans and lorries on the Promenade.

The Clerk has investigated whether the Town Council has the power to make byelaws that would assist in alleviating the perceived problems.

A Parish Council has the power to make the following byelaws:

Power to make bye-laws in regard to pleasure grounds	Public Health Act 1875, s. 164
Cycle parks	Road Traffic Regulation Act 1984, s.57
Baths and washhouses	Public Health Act 1936, s.223
Open spaces and burial grounds	Open Spaces Act 1906, s.15
Mortuaries and post-mortem rooms	Public Health Act 1936, s.198

This list does not include the power to make byelaws on the highway.

The Clerk has spoken to the Democracy section at the Department for Communities and Local Government who are responsible for byelaw making powers etc.

The advice received is as follows:

“Roads and highways are the responsibility of the Department for Transport. The Department for Communities and Local Government is the confirming authority for byelaws relating to parks, pleasure grounds and open spaces which includes Promenades. It is possible to regulate overnight parking on public open spaces and parks but this does not extend to highways. My advice is to contact your primary parent authority on regulating the parking of vehicles.”

Given that the Council does not have a byelaw making power it would appear that the only way forward would be to make a case to the Highways Authority at Lancashire County Council.

Action Required:

To consider whether to request the Highways Authority to consider making a byelaw to control parking on the public highway on Marine Road, Morecambe and if so, to determine that exact nature of the problem the Town Council would wish such byelaws to tackle.