

# MORECAMBE TOWN COUNCIL

14<sup>th</sup> July, 2017

Sir/Madam,

You are hereby summoned to attend the Meeting of the Morecambe Town Council to be held in the Town Hall, Morecambe on **Thursday 20<sup>th</sup> July, 2017** commencing at **7.00 p.m.**

The following items will be discussed:

## **Agenda**

### **1. Apologies for Absence.**

### **2. Declaration of Interests**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

### **3. Minutes**

To approve the minutes of the Meetings of Council held on 20<sup>th</sup> June, 2017 (pages 2 – 6)

*MEETING TO ADJOURNED AT THIS POINT*

### **4. Public Participation**

*Opportunity for members of the public to address council for up to three minutes*

*MEETING RECONVENED*

### **5. Anti-Social Behaviour**

To receive an update from a member of staff of Lancaster City Council regarding the development of an Anti-Social Behaviour policy and how the Town Council's allocated funds of £14,000 will fit into this policy and be utilised.

### **6. Planning, Development and Environment Committee – 3<sup>rd</sup> July, 2017**

To receive the minutes of the Planning Development and Environment Committee from its meeting held on 3<sup>rd</sup> July, 2017 (pages 7 to 11 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 12 – Planning Applications (pages 7 to 10 of supporting papers pack).
- (b) Minute No. 13 – Sustainable Settlement Review Draft Methodology Consultation (page 10 of supporting papers pack).
- (c) Minute No. 14 – Allotment Update (page 10 of supporting papers pack).
- (d) Minute No. 15 – Morecambe in Bloom (page 11 of supporting papers pack).

## **7. Finance and Management Committee – 10<sup>th</sup> July, 2017**

To receive the minutes of the Finance and Management Committee from its meeting held on 10<sup>th</sup> July, 2017 (pages 12 to 27 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 6 – Payments and Receipts Schedule (page 12 and 17 to 22 of supporting papers pack)
- (b) Minute No. 7 – Budget 2017/18 Update (pages 12 to 13 and 23 to 25 of supporting papers pack)
- (c) Minute No. 8 - Internal Audit (page 14 and pages 26 to 27 of supporting papers pack)
- (d) Minute No. 9 – SpID Update (pages 14 to 15 of supporting papers pack)
- (e) Minute No. 10 – Noticeboards (pages 15 to 16 of supporting papers pack)

## **8. Community Engagement and Grants Committee – 13<sup>th</sup> July, 2017**

To receive the minutes of the Community Engagement and Grants Committee from its meeting held on 13<sup>th</sup> July (pages 28 to 31 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 6 – Community Award (pages 28 to 30 of supporting papers pack)
- (b) Minute No. 7 – Carnival Float (page 31 of supporting papers pack)
- (c) Minute No. 8 – Time and Tide Bell (page 31 of supporting papers pack)
- (d) Minute No. 9 – Art Exhibition (page 31 of supporting papers pack)

## **9. Gating of Back Alleys**

To consider the request made by a resident at the Town Meeting on 18<sup>th</sup> May, for the Council to consider the gating of back alleys, which in the opinion of the resident would reduce fly tipping and anti social behaviour problems.

## **10. Notes of Liaison Meeting with Lancaster City Council -20<sup>th</sup> June, 2017**

## **11. Date of Next Meeting – Thursday 21<sup>st</sup> September, 2017 at Morecambe Town Hall commencing at 7pm**



David Croxall  
Clerk to the Council  
14<sup>th</sup> July, 2017

## **MORECAMBE TOWN COUNCIL**

### **Minutes of the Meeting of Morecambe Town Council held on Thursday 20<sup>th</sup> July, 2017, at 7.00 p.m. at Morecambe Town Hall**

**Present:** Councillors: D. Clifford (Chairman), Janice Hanson (Vice Chairman), J. Bates, C. Brayshaw, D. Brayshaw, I. Clift, R. Dennison, John Hanson, B. Hughes, L. Hughes, D. Hutton, T. Metcalfe, M. Pattison, L. Page, J. Pilling and D. Whitaker

#### **Officers in Attendance:**

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

#### **20. Apologies for Absence**

Councillors T. Anderson, A. Ashworth, J. Ashworth, T. Brown, C. Cozler, L. Davies and G. Dennison

#### **21. Declaration of Interests**

Councillor C. Brayshaw declared a personal interest in Minute No. 25 as she was a member of the Lancaster City Council Planning Committee.

Councillor Clift declared a personal interest in Minute No. 25 as he was a member of the Lancaster City Council Planning Committee.

#### **22. Minutes of Meeting held on 20<sup>th</sup> June, 2017**

The Council considered the Minutes of the Meeting of the Town Council held on 20<sup>th</sup> June, 2017.

#### **Resolved:**

That the minutes of the meeting of Council held on 20<sup>th</sup> June, 2017 be signed as a correct record.

*At this point the meeting adjourned to allow public participation*

#### **23. Public Participation**

Mr Williams addressed the Council regarding the following matters:

- Request that the Council considers implementing a lottery to raise funds for Morecambe
- Council Newsletter
- Toilet refurbishment contract

The Chairman advised Mr Williams that he would receive a written response from the Clerk regarding his questions.

*Following the completion of public participation, the meeting reconvened at this point*

## **24. Anti-Social Behaviour**

The Council received an update from Nick Howard of Lancaster City Council regarding the development of a dedicated Anti-Social Behaviour (ASB) service and how the Town Council's allocated funds of £14,000 would fit into this service and be utilised.

Mr Howard informed the Council that the City Council had internally funded and appointed an ASB Officer who had commenced in post in January 2017 for 15 hours per week. Initial work had been undertaken to ascertain the main perpetrators of ASB and the area's most at risk. To date a number of Community Protection Warnings and Notices had been served and two prosecutions have been instigated. In relation to young people related ASB, a short-term case worker was investigating the causes to inform future action. Parents of young people identified with ASB had been visited and sent letters advising them of their responsibilities for their children's behaviour.

The City Council was setting up an ASB Team which would include the Town Council's funded post. Offers had recently been made to two persons following the recent recruitment exercise. The officers within the Team would work flexible shifts targeting times when ASB was most prevalent and interventions likely to be most successful.

It was indicated that on-the-night first response to ASB was still likely to be carried out by the Police which continued to be responsible for criminal damage and disorder. The council and the local Police's neighbourhood policing team were running an operation entitled "Operation Respect", coordinating with schools. The Council's ASB Team would work closely with the Police.

The Town Council funding for ASB might best be used to benefit from the services of the entire ASB team however there was the option for a standalone post if the Town Council preferred.

Initial work had indicated that the problem of ASB in Bare and Torrisholme was starting to shift away as a result of the parental home visits. Up to 10 p.m. relatively low levels of ASB were occurring compared to previous years. More problems were occurring after 10 p.m.

Those committing ASB seemed to be aware of Police patrolling patterns. The use of social media now appeared to be a major factor in organising ASB by perpetrators.

Following Mr Howard's address, many members asked questions, and whilst thanking Mr Howard for his informative update and welcoming the actions being proposed concerns were expressed at the effectiveness of the approach and what measures would be put in place to assess the work being undertaken and its effectiveness.

Members were also concerned that the Town Council would not be able to task members of the ASB Team particularly as the Town Council was contributing funds towards the scheme.

Torrisholme Ward Councillors again asked for the Torrisholme Barrows to be included within a Community Protection order (a request previously made at the last Town and City Council Liaison Meeting). Mr Howard confirmed that this request had been passed to the relevant council department.

It was confirmed that the Town Council and the City Council would have an agreed Service Level Agreement in relation to the use of ASB funds, detailing reporting mechanisms and responsibilities.

### **Resolved:**

- (1) That Mr Howard be thanked for attending the meeting and updating the Council on progress regarding ASB.
- (2) That an early meeting of the Community Safety Committee be held to consider:
  - how the Town Council's funding for an ASB officer should be utilised in terms of it fitting into the ASB team being created by the City Council;
  - to discuss mechanisms for reporting of ASB;
  - to discuss measurement of progress being made re ASB; and
  - communication between the Town Council, City Council, Police and other Agencies with a view to ensuring the development of a robust and effective ASB team in Morecambe.

*Councillors C. Brayshaw, Clift and Cozler left the meeting at this point as they had declared an interest in Minute no. 25.*

## **25. Planning Development and Environment Committee**

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 3<sup>rd</sup> July, 2017 and considered its recommendations in respect of the following items:

- (a) Planning Application).
- (b) Sustainable Settlement Review Draft Methodology.
- (c) Allotment Update.
- (d) Morecambe in Bloom.

### **Resolved:**

- (1) That no objections or comments be made in respect of any of the Planning Applications considered by the Planning Development and Environment Committee other than regarding Application No. 17/00309FUL as detailed in (2) below.
- (2) That an objection be submitted to Lancaster City Council with regard to Application No. 17/00309/FUL on the following basis:

1. The application was not in accordance with the land classification as set out in Lancaster City Council's Strategic Housing Land Assessment.

The area proposed for development was shown on Map 9 Torrisholme which was on Pages 1. and 2. of the S.H.L.A.A. Maps. Areas 280 and 262 on Map 1 referred to the area proposed for development and were indicated as undeliverable thus giving an indication that these areas did not form a part of the L.C.C. Housing Land Allocation. In addition, the shading on Map 9 Torrisholme on Page 2, showed that the land under application was allocated as a Nature Improvement Area which was entirely in accordance with its proximity to the area of Green Belt.

2. The application was not in accordance with Development Management Policy 24 in the review of the DPD Development Management Policy 24 (DM 24) Open Space, Recreational Facilities.

This policy was concerned with the protection of Open Space. In the first paragraph, the policy stated "Should the Council accept that exceptional circumstances exist in relation to the re-use or re-development of open space, high quality re-provision would be required which provided equal or better provision than currently existed."

Morecambe Town Council believed no exceptional circumstances had been demonstrated.

The second paragraph clearly stated that "... the Council will only consider the loss of open space where it has been clearly demonstrated, via consultation with the local community that the land in question no longer has an economic, environmental or community value." The paragraph further stated, "Proposals which involve the loss of open space will need to be accompanied by a full open space assessment in accordance with Para 74 of the N.P.P.F."

Morecambe Town Council was of the view that no consultation with the local community has taken place and no assessment had been carried out in accordance with the N.P.P.F.

3. The Town Council believed that the drainage management strategy increased an already proven flood risk to houses adjacent to The Way.

A drainage strategy had been prepared for the developer and the proposed drainage strategy was outlined in Section 3 of that strategy. Paragraph 3.2 stated "... if drainage cannot be achieved through infiltration the preferred option... a controlled discharge to a local water body or watercourse. Paras 3.5, 3.6 and 3.7 refer to such a watercourse. Para 3.7 in particular stated "The surface water discharge is to be controlled to pre-development runoff rates allowing surface water runoff generated by all rainfall events up to the 100 year critical rain storm."

The watercourse in question runs within Morecambe Town Council boundaries and alongside properties situated along the public footpath known as The Way. That watercourse had overflowed within the last twelve months and consequent flooding of those properties had occurred well outside the parameters of the stipulated 1 in 100 year critical rain storm. It followed that if surface water discharge was to be controlled to pre-development rates then flooding may well re-occur.

The assessment stated in Paragraph 4.2 "...drainage will be constructed, appropriately sized to take all surface water runoff from the new buildings and hardstanding areas..."

Morecambe Town Council anticipates that this allowance for surface water runoff would not remain appropriate for long. It was well-recognized that the tendency was for householders to increase hardstanding over time to allow for increased car parking and often to avoid the necessity for the maintenance of soft landscape areas. Such easily anticipated change would lead to an increase in runoff rates and the concomitant risk of the watercourse overtopping.

In conclusion, Morecambe Town Council believed the proposed development was not supported by Lancaster City Council's Strategic Housing Land Availability assessment and did not comply with Policy DM 24 of Lancaster City Council's Development Plan Document. Morecambe Town Council further believed that the proposed drainage strategy made inadequate provision for anticipated surface runoff through reliance on an existing watercourse which already overtops in severe rain with consequent flooding of properties adjacent to the watercourse.

- (3) That the Councillor for the Lowland Road Ward be contacted by the Clerk to ascertain if there had been any concerns brought to her attention regarding the proposed development set out within Application No. 17/00712/FUL
- (4) That no comments be made regarding Lancaster City Council's Consultation in respect of the Sustainable Settlement Review Draft Methodology
- (5) That the minutes of the Committee in respect of Morecambe in Bloom and the Allotment Update as submitted by the Committee be noted.

*Councillors C. Brayshaw, Clift and Cozler returned to the meeting at this point.*

## **26. Finance and Management Committee**

The Council received the minutes of the Finance and Management Committee from its meetings held on 10<sup>th</sup> July, 2017 and considered its recommendations in respect of the following items:

- (a) Payments and Receipts Schedule
- (b) Budget 2017/18 Update
- (c) Internal Audit
- (d) SpID Update
- (e) Noticeboards

### **Resolved:**

- (1) That the Payment and Receipts Schedule for the period 1<sup>st</sup> May to 20<sup>th</sup> June, 2017 as submitted by the Finance and Management Committee be noted.
- (2) That the position with regard to the Council's 2017/18 Budget as at 30<sup>th</sup> June, 2017 as submitted by the Finance and Management Committee be noted.
- (3) That the Clerk seeks £500 from the City Council for the opening of the toilets over the Vintage weekend without the need for users to pay 20 pence.
- (4) That the Clerk appeals the decision to charge Business Rates for the toilets during the refurbishment phase.
- (5) That Councillors D. Brayshaw and Clifford within their work on the Coastal Communities Strategy Group investigate the feasibility of Morecambe hosting a Tourism and Events Conference aimed at upskilling all promoters around Morecambe Bay in event management with a view to increasing the range and number of events taking place around the Bay but particularly within Morecambe, and to report back to the Finance and Management Committee with their findings.
- (6) That the contents of the Internal Audit report for 2016/17 be noted.
- (7) That the Clerk submits a draft Reserves Policy to the next meeting of the Finance and Management Committee for consideration.
- (8) That the Clerk submits a draft Training Strategy to the next meeting of the Finance and Management Committee.
- (9) That with regard to Council Noticeboards the following be agreed:
  - Request the Clerk to obtain estimates for the supply and mounting of additional noticeboards.

- Investigate the availability of a potential site for a noticeboard to be situated for use by both the Out Moss Lane and Lowlands Road wards as a shared board.
- Investigate the potential relocation of the board on Lancaster Road to reflect the recent boundary changes in that area.

## **27. Community Engagement and Grants Committee**

The Council received the minutes of the Community Engagement and Grants Committee from its meetings held on 13<sup>th</sup> July, 2017 and considered its recommendations in respect of the following items:

- (a) Community Award
- (b) Carnival Float
- (c) Time and Tide Bell
- (d) Art Exhibition

*Councillors C and D. Brayshaw declared a personal interest in relation to the recommendations regarding the Carnival Float as organisers of the Carnival and did not take part in the debate or voting in respect of Committee's recommendation.*

During the debate regarding the Community Award nominations and recommendations it was proposed by Councillor D. Brayshaw and seconded by Councillor C. Brayshaw:

"That Michael Moorhouse and David Low receive a Community Recognition Award for their voluntary work linked to Morecambe in Bloom which had included the construction of raised beds on Morecambe Station and Victoria Street."

### **Resolved:**

- (1) That Community recognition awards be made to the following persons for the reasons set out in Appendix A to these minutes:

- Elspeth Roberts
- Dr Penny Foulds and Diane Smith
- Martin Cordingley
- Sylvia Borovska
- Annette Smith
- Morecambe Bay Chemist
- Michael Moorhouse and David Low

and that the recipients be invited to Morecambe Town Hall to receive their Recognition Award Certificate at 6.30 p.m. on 21<sup>st</sup> September, 2017 (prior to the Council meeting), and that all costs for the Awards be charged to the Council's Section 137 Budget.

- (2) That with regards to the Council's float entry within the 2017 Morecambe Carnival the following be agreed:
  - (a) The Clerk writes to members to ascertain who wished to take part in the construction of the float, the making of costumes and to take part of the day itself;
  - (b) The Clerk writes to members seeking two volunteers to be stewards for the float;



- (c) The Clerk sources a lorry similar in size to that used in 2016 for use as a float;
  - (d) All expenditure towards the float must be kept within the Community Engagement budget agreed by Council using powers available to the Council under Section 137 of the Local Government Act, 1972.
- (3) That a fun run be organised to assist with fundraising for the Time and Tide Bell, once planning permission and the Marine Licence had been obtained by the organisers of the project.
- (4) That the Clerk seeks legal advice on the Council's position regarding the raising of funds for charitable purposes prior to the Council discussing/considering any further community engagement projects.

## **28. Gating of Alleyways**

The Clerk reminded the Council that a resident had requested the Council to consider the gating of back alleys at the Town Meeting held on 18<sup>th</sup> May, 2017 which in the opinion of the resident would reduce fly tipping and anti social behaviour problems.

The Clerk advised the meeting that the Council had no specific powers to purchase and supply such gates. Although as a Parish Council it could lobby the respective Authorities who did have the power, if it thought this was an appropriate project to consider.

### **Resolved:**

That the issue regarding the gating of back alleys be included on the agenda for the next Liaison Meeting with Lancaster City Council.

## **29. Notes of Liaison Meeting with Lancaster City Council**

The Council considered the Notes of the Liaison Meeting held on 20<sup>th</sup> June, 2017 with Lancaster City Council.

### **Resolved:**

That the Notes of the Liaison Meeting held between the Town Council and Lancaster City Council on 20<sup>th</sup> June as submitted be noted.

## **30. Date of Next Meeting**

Thursday 21<sup>st</sup> September, 2017 at Morecambe Town Hall commencing at 7 p.m.

The meeting ended at 8.50 p.m.

.....

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](mailto:clerk@morecambe.gov.uk)

26<sup>th</sup> July, 2017

## Appendix A: Details of Community Awards

Name/Organisation	Reason given by nominating member
Elspeth Roberts (Wise up Workshops)	<p>Elle started Wise Up Workshop at Poulton Memorial Hall some 20 months ago. It is a programme of drama and the creative arts designed to encourage confidence and sociability. Many of the children attending Elle's session have serious social, mental and physical disabilities. The group has grown from strength to strength, with numbers and ambitious projects growing.</p> <p>Elle was diagnosed with leukaemia some while ago, but Jo and seventeen volunteers kept the show on the road. Having returned full time in September the cancer reasserted itself, still the show goes on while Elle has had stem cell replacement surgery and chemotherapy, these guys are amazing! check them out on Facebook Wise Up Workshops CIC - Morecambe and Lancaster Performing arts school - Social club - Community organisation. You will see they have so much planned for the future.</p> <p>They also offer taster session with Wise Up Workshop. A wonderful initiative idea of A board game cafe. £3.50 a session which includes a hot meal, cakes, buns, hot drinks etc. Open to all kids, parents as well. Starts officially on 16th June. This is in addition to all the creative art and drama they organise. There is a new workshop starting in Carnforth in September, in addition to the two running in Morecambe.</p>
Dr Penny Foulds & Dianne Smith	<p>For the set up and organisation of the amazing dementia hub at St. John's hospice. They have bought a whole community together working out of St. John's hospice once a month - inviting different organisations to be available for dementia patients and carers in our community- making it very simple for them to access all support and advice around dementia all under one roof. They have also supported the opening of dementia hub in Blackpool area.</p>
Martin Cordingley	<p>For continuing to show generous support by videotaping every Morecambe Event or individual or charitable organisation in his own time- helping to spread the word via Facebook, You Tube etc. for free.</p>
Sylvia Borovska	<p>Sylvia is a resident of Morecambe, of Polish origin. She is active within the Polish community, offering translation, advocacy and practical support including working with the local Police and counselling services.</p> <p>Her partner owns the Boardwalk pub and Sylvia runs a pop up shop from the ground floor storage area. She sells donated goods for whatever people can afford to pay. The money then goes towards the fund raising activities for refugees overseas.</p> <p>Sylvia fills shipping containers with toys, clothes, medical equipment etc and travels overseas to Syria, Turkey &amp; Lebanon. Once at the camps she helps distribute food and clothing and helps organise play activities for children. Her next trip will be a pop up school on the Syrian border.</p> <p>I believe that Morecambe should be proud that Sylvia has chosen it as her home town. She displays great humanity and selflessness and I feel that we should recognise her contribution, not only within her local community, but also further afield to refugee communities overseas.</p>

Name/Organisation	Reason given by nominating member
Annette Smith	<p>Annette is the manager of Morecambe Bay Foodbank. She has held this position for 5 years and it is an unpaid, volunteer position.</p> <p>Annette was instrumental in setting up the Foodbank, after noticing that local children were coming into the Green St. Methodist Church, at the end of certain services, where food was available.</p> <p>The children were taking food home for parents and siblings and returning for themselves. It is a sad indictment of society that Foodbanks are needed at all, and it is clear that demand is high within our town. On average, Morecambe Bay Foodbank distributes 3 tons of food each month and they see 3,500 clients per annum.</p> <p>Despite the stigma and embarrassment felt by many clients when attending the Foodbank, Annette and her staff strive to preserve the dignity of those who access their service.</p> <p>Clients are welcomed into a café area by dedicated volunteers and while their vouchers are processed and packed up behind the scenes, the volunteers listen to client's problems, over a cup of tea and a biscuit. Listening is an extremely effective tool to engage with clients who can feel marginalised, desperate and alone.</p> <p>No town should have a Foodbank in the 21<sup>st</sup> Century but if we must, then rather it was managed by someone as dedicated and professional as Annette.</p>
Morecambe Bay Chemist	<p>For the caring work they do all over Morecambe and the surrounding area. They do some wonderful job sorting people's prescriptions and generally being very helpful and caring when they are faced with medical issues. All the staff and the owner often go over and above what they are paid to do and are very nice people.</p> <p>I think it is about time they were recognised for all of their hard work and additional care they offer to the residents of Morecambe.</p>
Michael Moorhouse and David Low	<p>For their voluntary work related to Morecambe in Bloom including the construction and maintenance of raised flower beds on Morecambe Station and Victoria Street.</p>

# **MORECAMBE TOWN COUNCIL**

**20<sup>th</sup> July, 2017**

## **SUPPORTING PAPERS**

### **CONTENTS**

<b>Agenda Item Number</b>	<b>Item Heading</b>	<b>Page Number</b>
3	Draft Council Minutes – 20 <sup>th</sup> June, 2017	2
6	Planning Development and Environment Committee – 3 <sup>rd</sup> July, 2017	7
7	Finance and Management Committee – 10 <sup>th</sup> July, 2017	12
8	Community Engagement and Grants Committee – 13 <sup>th</sup> July, 2017	28
10	Notes of Liaison Meeting with Lancaster City Council held on 20 <sup>th</sup> June, 2017	32

## **MORECAMBE TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of Morecambe Town Council held on Tuesday 20<sup>th</sup> June, 2017, at 7.00 p.m. at Morecambe Town Hall**

**Present:** Councillors: D. Clifford (Chairman), C. Brayshaw, D. Brayshaw, T. Brown, I. Clift, C. Cozler, B. Hughes, D. Hutton, T. Metcalfe, M. Pattison, L. Page and D. Whitaker

#### **Officers in Attendance:**

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

#### **12. Apologies for Absence**

Councillors T. Anderson, A. Ashworth, J. Ashworth, J. Bates, G. Dennison, R. Dennison, Janice Hanson, John Hanson, L. Hughes and J. Pilling

#### **13. Declaration of Interests**

Councillors C. Brayshaw, D. Brayshaw, B. Hughes and D. Hutton declared a pecuniary interest in Planning Application No. 17/00534/FUL considered within the minutes of the Planning Development and Environment Committee at Minute No. 18 below, on the basis that they had been involved in negotiations as members of (Morecambe Carnival Committee) with the current owner of the Bowling alley regarding arrangements for Morecambe Carnival 2017.

Councillors C. Brayshaw, I. Clift and C. Cozler declared a personal interest in Minute No. 18 as they were members of the Lancaster City Council Planning Committee.

Councillors Clifford, Pattison and B. Hughes declared a personal interest in Planning Application No. 17/00534/FUL considered within the minutes of the Planning Development and Environment Committee at Minute No. 18 below on the basis that they were members of the Lancaster City Council Cabinet which would be considering the application at its meeting on 27th June, 2017.

*In view of the declarations made, the Clerk advised the meeting that the Council would become inquorate when considering Planning Application No. 17/00534/FUL considered within the minutes of the Planning Development and Environment Committee at Minute No. 18 below and no discussions or debate could take place with regard to this item during the meeting. However, the suggested comments regarding this application could still be forwarded to Lancaster City Council in accordance with Minute No. 9 (6) of the 18<sup>th</sup> May, 2017, which said:*

*“That in future the Clerk submits observations recommended by the Planning Development and Environment Committee to the City Council prior to being considered by the Council if it was envisaged that the City Council would consider an application prior to the next meeting of the Council at which the recommendations could be discussed.”*

*With regard to the other recommendations of the Planning Development and Environment Committee, the Clerk advised that these could still be considered as there would be nine members left in the meeting, and a quorum was one third of the total Council membership i.e. nine.*

*In view of the interests declared and the Clerk's comments, the Chairman advised the meeting that he intended to take the item regarding the Planning Development and Environment Committee as the last item on the agenda.*

#### **14. Minutes of Meeting held on 18<sup>th</sup> May, 2017**

The Council considered the Minutes of the Meeting of the Town Council held on 18<sup>th</sup> May, 2017.

#### **Resolved:**

That the minutes of the meeting of Council held on 18<sup>th</sup> May, 2017 be signed as a correct record

#### **15. Public Participation**

No members of the public were present.

#### **16. Annual Return 2016/17**

The Council had approved the 2016/17 Accounting Statements at the Annual meeting on 18<sup>th</sup> May.

Following the appointment of the Internal Auditor at that meeting, the annual Internal Audit took place on Friday 26<sup>th</sup> May, 2017.

At the annual Internal Audit, the Auditor completed and signed the Internal Audit part of the Annual Return (page 5). This now allowed the Council to formally consider the Annual Return which must be submitted to the External Auditor no later than Monday 26<sup>th</sup> June.

The Annual Return cannot be submitted to the External Auditor without Council approval and authority being given to the Chairman and the Responsible Finance Officer to sign Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements).

The Annual Return must be completed by all Local Councils with an annual turnover of less than £6.5m and includes details of the Council's Accounting Statements (Section 1) and Governance procedures (Section 2). This year the Annual Return must be submitted to the External Auditor by 26<sup>th</sup> June, 2017.

#### **Resolved:**

- (1) That the Annual Governance Return for 2016/17 as submitted be approved and the Responsible Finance Officer and Chairman of the Council be authorised to sign on the Council's behalf and submit to the External Auditor by 26<sup>th</sup> June, 2017.
- (2) That the staff be thanked for their work with regard to the Audit process.

#### **17. Staff Appraisal Process**

At the meeting of the Personnel Committee on 29<sup>th</sup> October, 2015, the following policy was recommended to and subsequently agreed by Council (Minute 48 – Council held on 19<sup>th</sup> November, 2015):

- That the Appraisal of the Clerk be undertaken by one member from each group, made up of the Chairman and Vice Chairman of the Personnel Committee and one member of the MBI/Other Independent Administrative Group.
- That the Appraisal system be introduced once members had received appropriate training

Training subsequently took place on 18<sup>th</sup> February, 2017 and was attended by:

Councillors Anderson, C. Brayshaw, D. Brayshaw, Burns, Heath and Page, plus former Councillor N. Semple.

Given the results of recent By-Elections and the current policy, the Council was requested to review the process for 2017/18.

Councillor D. Brayshaw proposed that:

- (1) That the Appraisal Panel contains one member from each Group (i.e. Labour, MBI/WFM Administrative Group, UKIP and Liberal Democrat) as opposed the original policy which stated the Appraisal of the Clerk to be undertaken by one member from each group, made up of the Chairman and Vice Chairman of the Personnel Committee and one member of the MBI/Other Independent Administrative Group.*
- (2) That in the interests of continuity Councillors C. Brayshaw and Page be appointed to the Appraisal Panel as the representatives of the Labour and MBI/WFM Administrative Groups.*
- (3) That further training be organised for Councillors Ogden and Pilling and that this training to be take place as soon as practicable.*
- (4) That the Clerk's appraisal takes place within the next four weeks*

The proposal was seconded by Councillor C. Brayshaw.

Councillor Cozler suggested that Councillors Ogden and Pilling be invited to attend the Appraisal as observers if it was not possible to arrange the training prior to the Appraisal being undertaken.

Councillor D. Brayshaw accepted this as a friendly amendment.

The Clerk suggested that all members be invited to the training session. Again this was accepted by Councillor D. Brayshaw.

On being put to the vote the proposal together with the friendly amendment and the Clerk's suggestion were agreed unanimously.

Following this it was then proposed by Councillor D. Brayshaw and seconded by Councillor Clifford:

*"That the Council reconfirms its policy for the Chair of the Personnel Committee to be the Clerk's day to day line manager."*



**Resolved:**

- (1) That the Appraisal Panel contains one member from each Group (i.e. Labour, MBI/WFM Administrative Group, UKIP and Liberal Democrat) as opposed to the original policy which stated the Appraisal of the Clerk to be undertaken by one member from each group, made up of the Chairman and Vice Chairman of the Personnel Committee and one member of the MBI/Other Independent Administrative Group.
- (2) That in the interests of continuity Councillors C. Brayshaw and Page be appointed to the Appraisal Panel as the representatives of the Labour and MBI/WFM Administrative Groups.
- (3) That further training be organised for Councillors Ogden and Pilling and offered to all members of Council who had not been able to attend the training held in 2016 and that this training to be take place as soon as practicable.
- (4) That the Clerk's appraisal takes place within the next four weeks, and that if the Training had not taken place, Councillors Ogden and Pilling be invited to attend as observers.
- (5) That the Council reconfirms its policy for the Chair of the Personnel Committee to be the Clerk's day to day line manager.

*Councillors C. Brayshaw, Clift and Cozler left the meeting for duration of Minute No. 18 as they had declared personal interests.*

**18. Planning, Development and Environment Committee – 12<sup>th</sup> June, 2017**

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 12<sup>th</sup> June, 2017 and considered its recommendations in respect of the following items:

- (a) Planning Applications
- (b) Allotment Issues
- (c) Community Improvement Fund
- (d) Morecambe in Bloom Update

**Resolved:**

- (1) That in respect of Application No. 17/00601/CU re change of use of house in multiple occupation into four flats at 4 Marine Road West, clarification be sought that the flats to be created would be self-contained flats.
- (2) That an objection be submitted in respect of Application No. 17/00448/CU re change of use from care home for the elderly into 1 bed dwelling and 10 bed house in multiple occupation at Tregothnan Retirement Home, 112 Balmoral Road for the following reasons:
  - The Town Council is of the opinion that no further houses in multiple occupation are required in Morecambe as there had been an over proliferation of such properties, particularly in the West End; and

- The Town Council was of the opinion that 1 bedroom developments were not appropriate for Morecambe, in particular for this area of town at this time where there had been an overabundance of this type of accommodation in recent years.
- (3) That no objections to be made in respect of all other applications considered by the Planning Development and Environment Committee.
  - (5) That the Clerk organises the first of the two agreed open mornings at the Allotment Community room prior to the end of July, 2017.
  - (6) That with regards to the Community Improvement Fund the Clerk advertises the fund on the Council's noticeboards, website and social media sites with a view to the public suggesting areas within the town which could be subject to improvement, and that following this process, the Planning Development and Environment Committee considers the areas of land put forward and makes recommendations to Council on how to proceed.
  - (7) That the Clerk raises the concerns of the Town Council and discusses measures to improve the situation with the City Council regarding the recurring problems of fly tipping on streets around the town particularly in the West End and Poulton areas.
  - (8) That Councillor Bates be thanked for his hard work in putting together the proposed response to Application No. 17/00534/FUL.

## **19. Date of Next Meeting**

Thursday 20<sup>th</sup> July, 2017 at Morecambe Town Hall commencing at 7 p.m.

The meeting ended at 7.55 p.m.

.....

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](mailto:clerk@morecambe.gov.uk)

21<sup>st</sup> June, 2017

## **MORECAMBE TOWN COUNCIL**

### **Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Monday 3<sup>rd</sup> June, 2017**

**Councillors Present:** D. Whitaker (Chairman), J. Bates (Vice Chairman), John Hanson, L. Davies and L. Page

**Officers in attendance** – A. Fawcett (Assistant Clerk)

#### **9. Apologies for Absence**

Councillor M. Pattison and L Hughes

#### **10. Declarations of Interest**

None

#### **11. Minutes of Meeting of Planning Development and Environment Committee held on 12<sup>th</sup> June 2017**

##### **Resolved:**

That the minutes of the Planning Development and Environment Committee held on 12<sup>th</sup> June, 2017 be signed as a correct record.

#### **12. Planning Applications**

The Committee considered the Planning Applications listed in the table below and recommended that no comments be made other than in respect of the following two applications:

- Application 17/00309/FUL (set out below) be discussed as although it was not in the Morecambe Town Council boundary, the scale of the development would have an effect of the residents within the Council's boundary; and
- Application 17/00712/FUL (also set out below) be discussed as the date it was to be determined would have passed before the next Planning Committee meeting.

<b>Application Number</b>	<b>Proposal Details</b>	<b>Site Address</b>
17/00682/FUL	Erection of a single storey rear extension and alterations to existing access ramp	129 Regent Road, Morecambe
17/00655/FUL	Erection of a single storey rear extension, construction of a hip to gable roof extension and construction of a dormer extension to the rear elevation	11 St Anne's Avenue, Morecambe
17/00626/FUL	Construction of a dormer extension to the front elevation	11 Skipton Street, Morecambe,
17/00692/FUL	Demolition of existing conservatory and erection of a part two storey / part single storey rear extension	1 Severn Court, Morecambe
17/00718/VCN	Erection of a two storey indoor trampoline park with associated landscaping and parking and extension of terrace to rear of Pleasureland (pursuant to the variation of condition 9 on planning permission 16/00578/FUL in relation to the finish to the building, to include a maintenance regime and alterations to boundary treatments including an increase in height to 3 metres)	Rear Of Pleasureland , Marine Road Central, Morecambe
16/01178/CU	Retrospective change of use from butchers (A1) and take-away (A5) to a cafe (A3) and take-away (A5)	18 Glentworth Road West, Morecambe
17/00309/FUL	Erection of 51 dwellings with associated new access from Barley Cop Lane, alterations to existing access and road realignment of Powder House Lane with road realignments, associated open space and landscaping, replacement of Vale of Lune RUFC grass pitch with a 3G pitch, installation of floodlighting and access entry/exit gates, revised car, coach and staff parking layout and replacement of perimeter fencing	Land at Vale of Lune RUFC, Powderhouse Lane Lancaster
17/00712/FUL	Erection of a side extension to existing food store for use as an online grocery distribution hub (B8) and installation of 2.4-metre-high timber fencing with associated landscaping and parking, alterations to existing highway and creation of a new access point	Sainsbury's, Lancaster Road, Morecambe

**Resolved:**

**That Council be recommended to:**

**(1) Note the report**

**(2) Submit an objection to Application No. 17/00309/FUL on the following basis:**

1. The application is not in accordance with the land classification as set out in Lancaster City Council's Strategic Housing Land Assessment.

The area proposed for development is shown on Map 9 Torrisholme which is on Pages 1. and 2. of the S.H.L.A.A. Maps. Areas 280 and 262 on Map 1 refer to the area proposed for development and are indicated as undeliverable thus giving an indication that these areas do not form a part of the L.C.C. Housing Land Allocation. In addition, the shading on Map 9 Torrisholme on Page 2, shows that the land under application is allocated as a Nature Improvement Area which is entirely in accordance with its proximity to the area of Green Belt.

2. The application is not in accordance with Development Management Policy 24 in the review of the DPD Development Management Policy 24 (DM 24) Open Space, Recreational Facilities.

This policy is concerned with the protection of Open Space. In the first paragraph, the policy states "Should the Council accept that exceptional circumstances exist in relation to the re-use or re-development of open space, high quality re-provision will be required which provides equal or better provision than currently exists."

Morecambe Town Council is of the opinion that no exceptional circumstances have been demonstrated.

The second paragraph clearly states that "... the Council will only consider the loss of open space where it has been clearly demonstrated, via consultation with the local community that the land in question no longer has an economic, environmental or community value." The paragraph further states "Proposals which involve the loss of open space will need to be accompanied by a full open space assessment in accordance with Para 74 of the N.P.P.F."

Morecambe Town Council is of the view that no consultation with the local community has taken place and no assessment has been carried out in accordance with the N.P.P.F.

3. The Town Council believes that the drainage management strategy increases an already proven flood risk to houses adjacent to The Way.

A drainage strategy has been prepared for the developer and the proposed drainage strategy is outlined in Section 3 of that strategy. Paragraph 3.2 states "... if drainage cannot be achieved through infiltration the preferred option... a controlled discharge to a local water body or watercourse. Paras 3.5, 3.6 and 3.7 refer to such a watercourse. Para 3.7 in particular states "The surface water discharge is to be controlled to pre-development runoff rates allowing surface water runoff generated by all rainfall events up to the 100 year critical rain storm."

The watercourse in question runs within Morecambe Town Council boundaries and alongside properties situated along the public footpath known as The Way. That watercourse has overflowed within the last twelve months and consequent flooding of those properties has occurred well outside the parameters of the stipulated 1 in 100 year critical rain storm. It

follows that if surface water discharge is to be controlled to pre-development rates then flooding may well re-occur.

The assessment states in Paragraph 4.2 "...drainage will be constructed, appropriately sized to take all surface water runoff from the new buildings and hardstanding areas..."

Morecambe Town Council anticipates that this allowance for surface water runoff will not remain appropriate for long. It is well-recognized that the tendency is for householders to increase hardstanding over time to allow for increased car parking and often to avoid the necessity for the maintenance of soft landscape areas. Such easily anticipated change will lead to an increase in runoff rates and the concomitant risk of the watercourse overtopping.

In conclusion, Morecambe Town Council believes the proposed development is not supported by Lancaster City Council's Strategic Housing Land Availability assessment and does not comply with Policy DM 24 of Lancaster City Council's Development Plan Document. Morecambe Town Council further believes that the proposed drainage strategy makes inadequate provision for anticipated surface runoff through reliance on an existing watercourse which already overtops in severe rain with consequent flooding of properties adjacent to the watercourse.

- (3) Contact the Councillor for the Lowland Road Ward to ascertain if there had been any concerns brought to her attention regarding the proposed development set out within Application No. 17/00712/FUL**

### **13. Sustainable Settlement Review Draft Methodology**

Lancaster City Council were undertaking the following consultation and had invited the Town Council to consider:

The Sustainable Settlement Review Draft Methodology described how Lancaster City Council was planning to carry out a review of the current settlements identified as *sustainable settlements* (in policy DM42 of the Development Management DPD), and an assessment of all other settlements across the district, outside of the four main urban areas (Lancaster, Morecambe, Heysham and Carnforth). This would help to identify which were considered to be sustainable, and which had the potential to become sustainable, to inform the Lancaster District Settlement Hierarchy.

**Resolved:**

**That Council be recommended not to make any comments at this time.**

### **14. Allotment Update**

Councillors Whitaker and Bates attended the allotment whilst the Association carried out plot inspections. Both Councillor Bates and Whitaker said they had no concerns with the way the inspections were carried out and were happy with the way things appeared to be run overall.

**Resolved:**

**That Council be recommended to note the report**

## **15. Morecambe in Bloom**

The Assistant Clerk informed the Committee that entries for the competition were a third higher than last year. This was due to additional marketing in the form of banners, social media and letter drops. There had also been an increase in school entries, but unfortunately two of the schools from last year had pulled out. The staff were in the process of appointing judges for each category as well as getting ready for the judges from North West in Bloom who were due on Tuesday 11<sup>th</sup> July.

### **Resolved:**

**That Council be recommended to note the report**

-----

Chairman

The meeting ended at 8:20pm

## **MORECAMBE TOWN COUNCIL**

### **Minutes from the Finance and Management Committee Meeting held at 7.00 pm on Monday 10<sup>th</sup> July, 2017**

**Councillors Present:** C. Brayshaw, D. Brayshaw, D. Clifford, B. Hughes and L. Page

Officers in attendance – David Croxall (Town Clerk)

#### **1. Appointment of Chairman**

**Resolved:**

That Councillor B. Hughes be appointed Chairman of the Finance and Management Committee until the Annual Council Meeting in May 2018.

#### **2. Appointment of Vice Chairman**

**Resolved:**

That Councillor D. Brayshaw be appointed Vice-Chairman of the Finance and Management Committee until the Annual Council Meeting in May 2018.

#### **3. Apologies for Absence**

No apologies for absence were received.

#### **4. Declarations of Interest**

There were no Declarations of Interest

#### **5. Minutes of Meeting of Finance and Management Committee held on 10<sup>th</sup> May, 2017**

**Resolved:**

That the minutes of the meeting of the Finance and Management Committee held on 10<sup>th</sup> May, 2017 be signed as a correct record.

#### **6. Payment and Receipts Schedule – 1<sup>st</sup> May to 30<sup>th</sup> June, 2017**

The Committee considered the Payment Schedule for the period from 1<sup>st</sup> May to 30<sup>th</sup> June, 2017 (Appendix A).

**Resolved:**

**That Council be recommended to note the report**

#### **7. Budget 2017/18**

The Clerk submitted a report detailing the current position with regard to spend against each budget head to 30<sup>th</sup> June, 2017 within the 2017/18 budget (Appendix B to these minutes).

The Committee also considered the bank reconciliation undertaken on 10<sup>th</sup> July, 2017 to demonstrate the Council's accounts were in order and balance (Appendix C to these minutes).



With regard to the toilets, the Committee were informed of the following:

The toilets opened during the May half term week. The contract had been paid minus the 5% retention.

The City Council were in the process of replacing the roof. The contractor expressed concern to the Clerk in March about the appearance of damp around the boilers. Upon investigation, the roof was found to be leaking which was the responsibility of Lancaster City Council who own the building and under the lease were responsible for the “shell” of the building.

Problems occurred with drainage firstly in the Ladies and secondly in the Gents. The first problem was found to be stones within the vent pipe which was open on the roof. These were removed and during the roof replacement this matter would be rectified by the City Council.

In mid June, a blockage occurred in the pipes within the Gents toilets. This had now been rectified by using a heavy duty jet wash. The invoices for these works will be forwarded to the City Council as both issues fall under their responsibility under the terms of the lease.

The Council had to pay business rates on the block from the time work started even though the building was not open. Now that the building was open for use, the Council had obtained relief for the Business rates for 2017/18. However, the Council would have to pay the Business Rates on its office as an organisation may only have relief on one building.

The City Council had asked if the toilets could be opened with no charges to cover the two days of the Vintage weekend as they would not have to hire portaloos for this part of the Promenade and what charge would the Town Council levy for this service.

The Clerk had offered this at a cost of £500.00 for the two days, based on the Council's cleaning costs and expected use when considering attendance figures at the Vintage Festival in previous years..

The City Council had responded offering £300.

**Resolved:**

**That Council be recommended to:**

- (1) Note the report and the current position with regard to the Budget for 2017/18.**
- (2) Authorise the Clerk to seek £500 from the City Council for the opening of the toilets over the Vintage weekend without the need for users to pay 20 pence.**
- (3) Request the Clerk to appeal the decision to charge Business Rates for the toilets during the refurbishment phase.**
- (4) Agree that Councillors D. Brayshaw and Clifford within their work on the Coastal Communities Strategy Group to investigate the feasibility of Morecambe hosting a Tourism and Events Conference aimed at upskilling all promoters around Morecambe Bay in event management with a view to increasing the range and number of events taking place around the Bay but particularly within Morecambe, and to report back to the Finance and Management Committee with their findings.**

## **8. Internal Audit**

The Committee considered the Internal Audit report for 2016/17 as prepared by Yorkshire Internal Audit following their visit to the Town Council offices on 26th May, 2017 (copy of letter attached in full at Appendix D).

The following issues required attention:

- (a) The level of reserves/balance. The report sets out suggested levels of balances which would be significantly higher than previous recommendations. Apart from the Earmarked reserve of 355,000 and the Asset replacement fund, the remainder of the Council's funds are currently allocated to actual projects. Therefore, other than underspend, the Council would not be in a position to carry forward 26 weeks of balances as suggested. The Committee therefore needs to discuss this matter and consider the risks of moving forward with a lower level of balances. In carrying forward such balances the Council would effectively need to only spend its current rate of precept going forward which would impact severely on the projects currently agreed by Council.
- (b) The training audit and Plan has yet to be undertaken and this should take place in the immediate short term.

### **Resolved:**

#### **That Council be recommended:**

- (1) **Note and accept the contents of the Internal Audit report for 2016/17.**
- (2) **Request the Clerk to submit a draft Reserves Policy to the next meeting of the Committee for consideration.**
- (3) **Request the Clerk to submit a draft Training Strategy to the next meeting of the Committee.**

## **9. SpID Update**

The Council had included a sum of £3,750 in the 2017/18 budget to allow for the purchase of one Speed Indication Device.

The project was to be undertaken in partnership with local schools and Lancashire County Council and will be aimed at targeting the roads around schools where speeding traffic is of most concern.

The device will therefore move around the town on an agreed rotational basis.

The project was being assisted by the County Council who have agreed to undertake the requisite training in how to safely and correctly mount the device, and who will also arrange for the erection of the mounting plates at the agreed sites and supply additional posts where there are not suitable lamp posts already in place for mounting the device, i.e. it cannot be mounted on concrete posts.

The report updated the Committee on progress to date

Since 1st April the Clerk had been waiting for the County Council to undertake the initial assessments for the proposed sites.

The initial proposed roads/sites for the SpID are as follows:

Low Lane and Michaelson Avenue (Torrisholme Primary)

Beaufort Road, Morecambe (Greatwood School)

Euston Road (Morecambe Bay Primary School)

Lancaster Road, Morecambe (Lancaster Road School)

Westgate (Westgate Primary School)

Hampton Road (Sandylands School)

Westminster Road and Chatsworth Road, Morecambe (West End School)

Balmoral Road, Morecambe (Balmoral Children's Centre, Heysham High School and Sandylands)

Each school had been requested to nominate a member of staff to undertake the training and who would be responsible for putting up and taking down the SpID when it was being sited near their school.

Poulton le Sands and St Marys had indicated that they did not wish to take part due to their positioning.

This did not necessarily mean that in the future that the device cannot be located in a suitable area near these schools i.e. Thornton Road if this thought to be a problem road.

Training had been arranged to take place on Monday 17th July at Morecambe Town Council and on site commencing at 9.30 p.m. and should take no more than 2.5 hours in total.

The following schools had confirmed their attendance:

Lancaster Road, Morecambe Bay, Sandylands, Torrisholme, West End and Westgate

Town Council staff would also attend the training. This would ensure that key sites could still be used in areas where the school were not prepared to nominate a representative and also the mounting of the device was a two person task in order to comply with Health and Safety Regulations.

Once the training had been completed the SpID would be ordered and the County Council would arrange for the instalment of the mounting plates.

The aim would be to commence the use of the device in the new school term in September.

**Resolved:**

**That Council be recommended to note the report**

**10. Noticeboards**

The Committee considered a request from Councillor Hutton that the Council undertakes a review of the Council's noticeboards and the content to be included on the boards.

Currently the Council had 7 noticeboards, which was originally based on one per ward, with an extra noticeboard in the centre of town. However, following the boundary review in 2015, the Council now had 11 wards, although three of these were extremely small both geographically and from a population point of view.

With regard to content of the boards, the Council currently displayed statutory notices and details of ward members. The boards also contained details of events coming up in Morecambe and from time to time notices such as Morecambe in Bloom and details of opportunities to apply for Council grants etc.

**Resolved:**

**That Council be recommended to:**

- (1) Request the Clerk to obtain estimates for the supply and mounting of additional noticeboards.**
- (2) Investigate the availability of a potential site for a noticeboard to be situated for use by both the Out Moss Lane and Lowlands Road wards as a shared board.**
- (3) Investigate the potential relocation of the board on Lancaster Road to reflect the recent boundary changes in that area.**

----- Chairman

The meeting closed at 8.10 p.m.

## Appendix A: Schedule of Payments and Receipts – 1<sup>st</sup> May to 30<sup>th</sup> June, 2017

### Payments

Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Postage, Printing and Stationery	101155	Paper	GLS Educational Supplies	74.95	14.99	89.94
Morecambe in Bloom	101157	Advertising - Morecambe in Bloom	Zest Publications	200.00	40.00	240.00
Section 137 Expenditure	101158	Poppy Wreath (Remembrance Day 2017)	Royal British Legion	50.00	0.00	50.00
Website	101159	Town Council Website Hosting	Website Uk	150.00	30.00	180.00
Morecambe in Bloom	101160	Banner Stand MIB	Ebay	21.17	2.83	24.00
Telephone	Direct Debit	Telephone Bill	Talk Talk Business	33.31	6.66	39.97
Morecambe in Bloom	101161	Banner Stand design 30	Cheapest Print Online	30.00	6.00	36.00
Toilets Management	101161	Poster Frames	Green Magic LTD	39.50	7.90	47.40
Toilets Management	101161	Metal Signs	Etsy	21.96	0.00	21.96
Subscriptions	101163	SLCC Membership	SLCC	200.00	0.00	200.00
Postage, Printing and Stationery	101164	Councillor ID Badges	ID card Ltd	16.66	3.34	20.00
Salaries	Direct Debit	Salaries	Morecambe Town Council	2,807.63	0.00	2,807.63
Bank Charges	Direct Debit	Bank Charges	Morecambe Town Council	9.60	0.00	9.60

<b>Budget</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net Amount (£)</b>	<b>VAT (£)</b>	<b>Gross Amount (£)</b>
Salaries	Direct Debit	Pension Contributions	Morecambe Town Council	553.70	0.00	553.70
Telephone	Direct Debit	Telephone Bill	Talk Talk Business	29.91	5.98	35.89
Photocopier Charges	Direct Debit	Photocopier Hire	MB Digital	15.06	3.01	18.07
Bank Charges	Direct Debit	Bank Charges	HSBC	16.40	0.00	16.40
Toilets Management	101165	Toilets	Screwfix – Safety Signs	5.49	1.09	6.58
Toilets Management	101165	Toilets	UK Safety Store – Safety Signs	12.59	2.52	15.11
Town Council Office Rent	101166	Office Rent	Lancaster City Council	962.50	0.00	962.50
Toilets Management	101167	Toilets- additional keys for cleaners and Cannon Hygiene	Timpsons	29.16	5.84	35.00
Toilets Management	101170	Business Rates - Toilets	Morecambe Town Council	2,234.70	0.00	2,234.70
Subscriptions	101171	Accounts Package	Scribe2000	385.00	77.00	462.00
Salaries	Direct Debit	Pension Contributions	Morecambe Town Council	581.56	0.00	581.56
Salaries	101174	HMRC Quarterly Contributions	Morecambe Town Council	2,511.72	0.00	2,511.72

<b>Budget</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net Amount (£)</b>	<b>VAT (£)</b>	<b>Gross Amount (£)</b>
Toilets Refurbishment	101177	Toilet Refurbishment - Payment 2	SR Brown LTD	6,489.15	1,297.83	7,786.98
Accountancy and Audit	101178	Internal Audit	Yorkshire Internal Audit Services	330.00	0.00	330.00
Community Grants	101184	Grant- Friends of Morecambe Bay School	Morecambe Bay School	500.00	0.00	500.00
Salaries	Direct Debit	Salaries	Morecambe Town Council	2,798.47	0.00	2,798.47
Photocopier Charges	Direct Debit	Photocopier Hire	MB Digital	22.00	4.40	26.40
<b>Totals</b>				<b>23,132.19</b>	<b>1,509.39</b>	<b>22,641.58</b>

### Festivals Budget Expenditure (1<sup>st</sup> May to 30<sup>th</sup> June, 2017)

<b>Budget</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net Amount (£)</b>	<b>VAT (£)</b>	<b>Gross Amount (£)</b>
Festivals	101156	Promenade Concert Orchestra - Hire of Platform	Lancaster City Council	537.44	107.49	644.93
Festivals	101162	Stage - Nice n Sleazy	School of Rock and Media	2,200.00	0.00	2,200.00
Festivals	101165	Festivals - social media advertising	Facebook	285.14	0.00	285.14
Festivals	101169	Promenade Concert Orchestra – Hire of Platform	Morecambe Town Council	537.44	107.49	644.93
Festivals	101172	Nice & Sleazy Festival - Marquee	Town & Country Events	968.00	0.00	968.00
Festivals	101173	Splendid Day Out 2017 Grant	Pit Barrier Hire Ltd	450.00	90.00	540.00
Festivals	101184	Festival - Splendid Day Out	Splendid Day Out	600.74	0.00	600.74
Festivals	101179	Hire of Platform - Splendid	Lancaster City Council	1,123.46	224.69	1,348.15
Festivals	101180	Function Food - Splendid	Strathmore Hotel	995.00	199.00	1,194.00
Festivals	101181	Road Closure - Splendid	Road Safety Services LTD	1,803.55	360.71	2,164.26
Festivals	101182	Marquee Hire - Splendid	Evans Marquee Hire Ltd	4,101.25	820.25	4,921.50



<b>Budget</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net Amount (£)</b>	<b>VAT (£)</b>	<b>Gross Amount (£)</b>
Festivals	1010183	Splendid Festival	Strathmore Hotel	100.00	20.00	120.00
<b>Totals</b>				<b>13,702.02</b>	<b>1,929.63</b>	<b>15,631.65</b>

**Portas Expenditure (1<sup>st</sup> May to 30<sup>th</sup> June, 2017)**

<b>Budget</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net Amount (£)</b>	<b>VAT (£)</b>	<b>Gross Amount (£)</b>
Portas Town Team	101168	Portas Webcam on Winter Gardens (Note: this amount is refunded by Bucket and Spade who administer the Town Team website)	NW Systems Group	117.00	23.40	140.40
<b>Totals</b>				<b>117.00</b>	<b>23.40</b>	<b>140.40</b>

**Receipts (1<sup>st</sup> May to 30<sup>th</sup> June, 2017)**

<b>Date</b>	<b>Description</b>	<b>Amount (£)</b>
16/05/2017	Morecambe in Bloom – Grant from Northern Rail	3,245.00
16/05/2017	VAT Refund	7,365.02
26/05/2017	Bank Interest	37.02
08/06/2017	Toilet Income	64.00
15/06/2017	Toilet Income	10.50
15/06/2017	Festivals – Promenade Concert Orchestra	149.76
22/06/2017	Toilet Income	23.90
26/06/2017	Bank Interest	37.81
	<b>Total</b>	<b>10,933.01</b>

## Appendix B: Budget 2017/18 – Position at 30<sup>th</sup> June, 2017

Budget Head	Income (£)	Budget (£)	Expenditure (£)
Annual Precept	186,415.69	0	0
Salaries		50,800.00	12,461.76
Town Council Office Rent		3,850.00	962.50
Photocopier Charges		1,500.00	337.03
Hire of Rooms (Meetings)		1,100.00	0
Subscriptions		700.00	585.00
Telephone		460.00	93.44
Postage, Printing and Stationery		600.00	91.61
Accountancy and Audit		1500.00	330.00
Insurance		700.00	0
Website		300.00	150.00
Legal Expenses		500.00	0
Training		1,000.00	0
Festivals	149.76	55,000.00	15,702.02
Community Grants	333.00	6,496.25	1,333.29
Community Centre and Town Council Office Funds		55,000.00	0
Section 137 Expenditure		600.00	50.00
By-Election Fund		6,000.00	0
Bank Interest	99.88	0	0
Bank Charges		240.00	41.10
Portas Town Team		0	117.00
Youth Council		1,000.00	0
Christmas Lights		7,000.00	1,312.47
Morecambe in Bloom	3,245.00	3,000.00	557.34

<b>Budget Head</b>	<b>Income (£)</b>	<b>Budget (£)</b>	<b>Expenditure (£)</b>
Community Events		500.00	0
Toilets Refurbishment		12,844.50	12,622.15
Toilets Management	98.40	9,000.00	2,343.40
Asset Replacement Fund		9,000.00	0
Environmental Enforcement Officer		12,000.00	0
Anti-Social Behaviour Officer		14,000.00	0
SpID		3,750.00	0
CCTV		5,000.00	0
School Parking		3,000.00	0
Newsletter		4,000.00	0
War Memorial		11,548.28	0
Town Council Reserves		9,000.00	0
Arts Council Grant re Street Art (Portas)		4,571.84	0
Poulton Residents Association	527.67	0	0
<b>Totals</b>	<b>190,869.40</b>	<b>295,560.87</b>	<b>49,090.11</b>

## Appendix C: Bank Reconciliation produced by the Council's (Scribe) Accounting System as at 30<sup>th</sup> June 2017

10 July 2017 (2017-2018)

### Bank Reconciliation at 30/06/2017

Cash in Hand 01/04/2017

128,334.29

#### ADD

Receipts 01/04/2017 - 30/06/2017

198,234.42

326,568.71

#### SUBTRACT

Payments 01/04/2017 - 30/06/2017

51,973.14

**A Cash in Hand 30/06/2017**  
(per Cash Book)

**274,595.57**

Cash in hand per Bank Statements

Cash	30/06/2017	0.00
HSBC main	30/06/2017	296,313.32

**296,313.32**

Less unrepresented cheques  
As attached

21,717.75

274,595.57

Plus unrepresented receipts  
As attached

0.00

**B Adjusted Bank Balance**

**274,595.57**

**A = B Checks out OK**

## **Appendix D – Internal Audit Report 2016/17**

Yorkshire Internal Audit Services  
26 Stockwell Road  
Knaresborough  
North Yorkshire  
HG5 0JZ  
Tel: 01423-797817

Mr David Croxhall  
Clerk to Morecambe Town Council  
Town Hall  
Marine Road  
Morecambe  
LA4 4AF 19 June 2017

Dear David,

To the Chair and Members of Morecambe Town Council,

Internal Audit of Accounts for the Financial Year ending 31 March 2017

I am pleased to inform you that I have concluded the annual audit of the Council's financial accounts. The accounts have been well maintained and appropriate controls supporting the governance framework have been in place. There were no significant issues arising. The results of my audit are detailed below.

### **Annual Return**

I have carried out the final audit of the Council's financial accounts for the year 2016-17 and I am pleased to inform you that I have signed the internal audit section of the Annual Return for Local Councils as required.

### **Bookkeeping**

The Council's cash book and bank accounts were checked. All cash book entries were agreed to bank statements, bank reconciliations were carried out throughout the year and the year end bank reconciliation was agreed. VAT was appropriately identified in the accounts and reclaimed during the year. The accounts for the Annual Return were compiled on the basis of income and expenditure which is consistent with the previous year.

### **Standing Orders, Financial Regulations and Payment Controls**

I confirmed that appropriate Standing Orders and Financial Regulations are in place and have been reviewed and adopted by the Council. Council minutes have been reviewed, all minutes are appropriately numbered and have been signed and all expenditure has been appropriately authorised. Expenditure was sample tested and agreed to invoices and VAT records, there were no issues arising. Large payments were also reviewed to ensure that payments made were in line with standing orders. The payment to SR Brown for the toilets refurbishment was agreed to tender documentation, to ensure that services were competitively purchased. The contract will be reviewed at the interim audit stage when all payments have been completed.

## Risk Management Arrangements

The Council's risk assessment and the effectiveness of internal controls have been reviewed during the year and an internal audit plan is in place. An insurance policy covers all the main insurable risks of public liability, employer's liability and fidelity guarantee, and values are consistent with the risks covered.

## Budgetary Controls and Financial Health

The annual precept request was underpinned by an annual budget. The Council was regularly updated of progress against the budget during the year. Financial Health remains satisfactory with a balance carried forward of £136,000 representing 17 weeks of expenditure, after allowing for £55,000 of earmarked reserves. We normally recommend that balances represent about half a year's annual expenditure (i.e. about 26 weeks of expenditure) therefore the Council will need to monitor balances to ensure that the level of balances remains satisfactory.

## Income Controls

VAT and precept income has been separately tested and agreed to supporting documentation and the bank statement. Other forms of income have been tested by means of analytical review, with sources consistent with the previous year and variances satisfactorily explained.

## Payroll Controls

Contracts of employment are in place for all staff. Salary payments have been tested and salary paid is consistent with rates agreed by members. I have determined that salary payments made have been correctly reported to HMRC, and PAYE and NI have been reviewed and are within expected parameters.

## Asset Controls

All material assets owned by the Council are maintained in an asset register. The asset register was agreed to the financial statements and significant assets were agreed to insurance schedules for appropriate insurance cover. Sample testing of assets for ownership and existence will be undertaken as part of my interim audit.

## General

The accounts are well maintained and the standard of record keeping by the clerk is very high. I look forward to my next visit.

Yours sincerely,  
Howard Miller  
Yorkshire Internal Audit Services

## **MORECAMBE TOWN COUNCIL**

### **Minutes from the Community Engagement and Grants Committee Meeting held at 7.00 pm on Thursday 13<sup>th</sup> July, 2017**

**Councillors Present:** A. Ashworth, J. Ashworth, T. Brown, C. Cozler and T Metcalfe

**Officers in attendance** – D. Croxall (Town Clerk)

#### **1. Appointment of Chairman**

**Resolved:**

That Councillor Brown be appointed Chairman of the Community Engagement and Grants Committee until the Annual Council Meeting in May 2018.

#### **6. Appointment of Vice Chairman**

**Resolved:**

That Councillor Cozler be appointed Vice-Chairman of the Community Engagement and Grants Committee until the Annual Council Meeting in May 2018.

#### **7. Apologies for Absence**

Councillor G. Dennison

#### **8. Declarations of Interest**

There were no Declarations of Interest

#### **5. Minutes of the Community Engagement and Grants Committee held on 9<sup>th</sup> May, 2017**

**Resolved:**

**That the minutes of the meeting held on 9<sup>th</sup> May, 2017 be agreed.**

#### **6. Community Award**

At its meeting on the 18<sup>th</sup> May Council agreed to present an Annual Community Award to:

*A person or group of people that have:*

- *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 had subsequently been invited from members of the Council.

In total six nominations were received as set out below. The Committee were reminded that there had been no limit put in place for how many awards could be presented.



Name/Organisation	Reason given by nominating member
Elspeth Roberts (Wise up Workshops)	<p>Elle started Wise Up Workshop at Poulton Memorial Hall some 20 months ago. It is a programme of drama and the creative arts designed to encourage confidence and sociability. Many of the children attending Elle's session have serious social, mental and physical disabilities. The group has grown from strength to strength, with numbers and ambitious projects growing.</p> <p>Elle was diagnosed with leukaemia some while ago, but Jo and seventeen volunteers kept the show on the road. Having returned full time in September the cancer reasserted itself, still the show goes on while Elle has had stem cell replacement surgery and chemotherapy, these guys are amazing! check them out on Facebook Wise Up Workshops CIC - Morecambe and Lancaster Performing arts school - Social club - Community organisation. You will see they have so much planned for the future.</p> <p>They also offer taster session with Wise Up Workshop. A wonderful initiative idea of A board game cafe. £3.50 a session which includes a hot meal, cakes, buns, hot drinks etc. Open to all kids, parents as well. Starts officially on 16th June. This is in addition to all the creative art and drama they organise. There is a new workshop starting in Carnforth in September, in addition to the two running in Morecambe.</p>
Dr Penny Foulds & Dianne Smith	<p>I would like to nominate for the set up and organisation of the amazing dementia hub at St. John's hospice.</p> <p>They have bought a whole community together working out of St. John's hospice once a month - inviting different organisations to be available for dementia patients and carers in our community- making it very simple for them to access all support and advice around dementia all under one roof.</p> <p>They have also supported the opening of dementia hub in Blackpool area.</p>
Martin Cordingley	<p>I would like to also nominate "boris segal " the gentleman that continues to show generous support by videotaping every Morecambe Event or individual or charitable organisation in his own time- helping to spread the word via Facebook, You Tube etc. for free.</p>
Sylvia Borovska	<p>Sylvia is a resident of Morecambe, of Polish origin. She is active within the Polish community, offering translation, advocacy and practical support including working with the local Police and counselling services.</p> <p>Her partner owns the Boardwalk pub and Sylvia runs a pop up shop from the ground floor storage area. She sells donated goods for whatever people can afford to pay. The money then goes towards the fund raising activities for refugees overseas.</p> <p>Sylvia fills shipping containers with toys, clothes, medical equipment etc and travels overseas to Syria, Turkey &amp; Lebanon. Once at the camps she helps distribute food and clothing and helps organise play activities for children. Her next trip will be a pop up school on the Syrian border.</p> <p>I believe that Morecambe should be proud that Sylvia has chosen it as her home town. She displays great humanity and selflessness and I feel that we should recognise her contribution, not only within her local community, but also further afield to refugee communities overseas.</p>

Name/Organisation	Reason given by nominating member
Annette Smith	<p>Annette is the manager of Morecambe Bay Foodbank. She has held this position for 5 years and it is an unpaid, volunteer position.</p> <p>Annette was instrumental in setting up the Foodbank, after noticing that local children were coming into the Green St. Methodist Church, at the end of certain services, where food was available.</p> <p>The children were taking food home for parents and siblings and returning for themselves. It is a sad indictment of society that Foodbanks are needed at all, and it is clear that demand is high within our town. On average, Morecambe Bay Foodbank distributes 3 tons of food each month and they see 3,500 clients per annum.</p> <p>Despite the stigma and embarrassment felt by many clients when attending the Foodbank, Annette and her staff strive to preserve the dignity of those who access their service.</p> <p>Clients are welcomed into a café area by dedicated volunteers and while their vouchers are processed and packed up behind the scenes, the volunteers listen to client's problems, over a cup of tea and a biscuit. Listening is an extremely effective tool to engage with clients who can feel marginalised, desperate and alone.</p> <p>No town should have a Foodbank in the 21<sup>st</sup> Century but if we must, then rather it was managed by someone as dedicated and professional as Annette.</p>
Morecambe Bay Chemist	<p>For the caring work they do all over Morecambe and the surrounding area. They do some wonderful job sorting people's prescriptions and generally being very helpful and caring when they are faced with medical issues. All the staff and the owner often go over and above what they are paid to do and are very nice people.</p> <p>I think it is about time they were recognised for all of their hard work and additional care they offer to the residents of Morecambe.</p>

**Resolved:**

**That Council be recommended to make Community recognition awards be to:**

- **Elspeth Roberts**
- **Dr Penny Foulds and Diane Smith**
- **Martin Cordingley**
- **Sylvia Borovska**
- **Annette Smith**
- **Morecambe Bay Chemist**

**for the reasons set out above and that the recipients be invited to the Council meeting on 21<sup>st</sup> September, 2017 to receive their Recognition Award Certificate.**

## **7. Carnival Float**

The Committee discussed the arrangements for the Council's float entry into Morecambe Carnival 2017.

The Clerk advised the Committee that as instructed a float had been entered on behalf of the Council.

### **Resolved:**

**That Council be recommended to agree that:**

- (a) The Clerk writes to members to ascertain who wished to take part in the construction of the float, the making of costumes and to take part of the day itself;**
- (b) The Clerk writes to members seeking two volunteers to be stewards for the float;**
- (c) The Clerk sources a lorry similar in size to that used in 2016 for use as a float;**
- (d) All expenditure towards the float must be kept within the Community Engagement budget agreed by Council.**

## **8. Time and Tide Bell**

The Clerk updated the Committee on progress with the Time and Tide Bell project.

The Community Group leading the project were about to submit a planning application and had raised funds to allow for the funding of the required Marine Licence.

An application was to be submitted to the Arts Council for funding towards the bell itself by the Community Group, and the Group still hoped the Town Council would organise a Fun Run to help raise the matched funds required by the Arts Council grant conditions.

### **Resolved:**

**That Council be recommended to agree that a fun run be organised to assist with fundraising for the bell, once planning permission and the Marine Licence had been obtained.**

## **9. Art Exhibition**

The Committee discussed whether to proceed with the proposed Art Exhibition. The Exhibition was to raise funds towards local charities, although a number of Art Exhibitions had since been organised in the town, and the Chairman suggested that the Committee consider alternative projects.

Councillor J. Ashworth and the Clerk expressed concern as to whether the Council could fund raise generally for charitable bodies.

### **Resolved:**

**That Council be recommended to agree that the Clerk seeks legal advice on the Council's position regarding the raising of funds for charitable purposes prior to the Council discussing/considering any further community engagement projects.:**

-----  
Chairman

The meeting closed at 7.45 pm

## **Note of Liaison Meeting held with representatives of Lancaster City Council held on 20<sup>th</sup> June, 2017**

### **Present:**

#### Morecambe Town Council:

Councillors J. Bates, D. Clifford, R. Dennison, D. Hutton and J. Pilling

Officers: D. Croxall

#### Lancaster City Council:

Councillors E. Blamire, B. Hughes and A. Warriner

Officers: M. Davies, A. Dobson, N. Howard, S. Lodge and N. Muschamp

### **Anti Social Behaviour in Morecambe**

The Town Council asked for an update on the City Council's development of policies to tackle Anti Social Behaviour (ASB), which the own Council's funding would feed into.

The City Council indicated that they had engaged a temporary project worker for 170 hours to assist in building up a picture of exactly what was happening and where. Additionally, the Public Space Protection Orders had been extended to accommodate the areas around Happy Mount Park.

Councillor Bates asked if Torrisholme Barrows could be included within a Public Space Protection Order.

Councillor Dennison echoed the concerns re Torrisholme Barrows and suggested that social media should be more closely monitored, as often gatherings were arranged via social media. Therefore, if this was monitored, it could be possible to intercept the offending persons prior to a problem occurring.

Whilst the City Council representatives indicated that the Police were the Lead Agency for dealing with ASB, Councillor Bates agreed, but believed the only way to tackle the problem effectively was via a multi agency approach.

#### Action agreed:

- (a) Lancaster City Council to consider the inclusion of Torrisholme Barrows within a Public Space Protection Order.
- (b) The Town Council to be notified of a named contact within the City Council's ASB structure for referral of ASB issues.

### **Fly Tipping**

Town Council members expressed their concerns over the continuing problems within the town caused by fly tipping.

Mark Davies indicated that his Service removed all fly tipping as soon as practicable after it being reported.

He also indicated that the City Council had one officer who had a visual presence in areas where this was a problem and undertook educational work with residents.

The City Council also undertook enforcement action where evidence could be gathered, although gathering the appropriate evidence was difficult and very time consuming as the legal process required the Council to be able to prove that the rubbish had been left by the person themselves, and prosecutions could not take place on the grounds of probability.

The City Council issued Section 146 notices and informal warnings to residents.

Mark Davies indicated that fly tipping continued to frustrate his staff and that the issues were probably part of a wider social problem. He indicated that the City Council were currently trialling a Vodafone mobile camera system to act as a deterrent and gather conclusive evidence to allow more prosecutions to take place.

Councillor Hutton thanked Mr Davies for acting on her recent email re fly tipping so quickly, and was concerned that a “vicious circle” may have been created in that whilst the community required rubbish dumped to be removed particularly to avoid health hazards, by removing such rubbish, the City Council were giving a message that it was acceptable to dump rubbish.

Councillor Pilling believed the issue was due to lack of pride by some people in their own area, and perhaps the two Councils could consider running projects aimed at encouraging residents to look after their own streets and offer incentives via a most improved street campaign.

Mark Davies indicated that Street Pride campaigns still took place and were facilitated by the City Council. He offered to work with the Town Council on an agreed campaign which could perhaps be self managed by the public.

Councillor Dennison expressed concern at the amount of rubbish being dumped in “cul de sac” areas of the newly opened Bay Gateway. He asked that the camera referred to above be used in such places to help tackle and resolve this problem.

Action agreed:

- (a) The Town Council to discuss with Mark Davies suitable joint campaigns for encouraging residents to take more pride in their streets.
- (b) The City Council to update the Town Council on the outcome of their trials with the Vodafone camera.

**Telephone Exchange Car Park**

The Town Council asked for an update on progress with BT regarding the state of the Telephone Exchange on Central Drive, which was situated on one of the main entrances/exits for visitors to the town. The Town Council had raised concerns about its appearance in 2016 at which time the City Council had agreed to investigate.

Councillor Bates was concerned that BT did not even cut the grass outside the building and Councillor Dennison requested that the City Council take action or at least write to BT as complaints were still being received from residents.

Action agreed:

Andrew Dobson to relook at whether a section 215 notice could be issued.

**New Paving in Central Morecambe**

Town Councillors raised concerns that the newly laid pavement in the town centre had been removed and replaced with tarmac outside Burger King.

The work was undertaken by British Gas, and apparently the Highways Authority had no powers available to prevent this from happening.

Councillor Dennison enquired as to whether the City Council could make an order to ensure such areas were maintained and put back as they were found as paving flags such as those in question are an amenity and within a conservation area.

Councillor Clifford commented that the Mayor of London apparently had powers available to prevent such issues from arising.

Action agreed:

Andrew Dobson to contact Lancashire County Council to ascertain how the matter could be resolved and report back to Morecambe Town Council.

**Drive Through Take Away -Festival Car Park**

The Town Council requested an update on suggestions that discussions were taking place regarding the siting of drive through take away on the car park adjacent to Morecambe Market.

The City Council representatives confirmed covenants were in place for this area and that discussions had taken place with a retailer, but at this time the City Council were unsure as to how the retailer wished to proceed.

**Car Park adjacent to Morecambe Town Hall**

Following the Town Council's formal request for Poulton le Sands School to be issued with an agreed number of permits to allow parents to use the car park adjacent to Morecambe Town Hall as a drop off and pick up point at either end of the school day, the Town Council asked whether the City Council were prepared to agree to this request.

At this time, the City Council representatives indicated that they could not agree to the request as they were currently undertaking a review of their Parking Strategy and they would not wish to commit to this type of request unless they could provide long term certainty of such a decision within their Parking Strategy.

**Morecambe in Bloom**

Councillor Dennison asked if weed spraying would continue. Mark Davies indicated it would with two sprays per year throughout the town.

The NW in Bloom judges were to visit the town on 11<sup>th</sup> July and a route around the town had been agreed. Both Councils were working together to ensure the route was as smart as possible, although the Town Council Clerk stressed that all work regarding Morecambe in

Bloom should be striving to improve the appearance of the town for the whole year and not just for the annual visit of the judges.

Councillor Hutton indicated that she would be prepared to undertake spraying herself.

Mark Davies advised that this was probably not practicable due to Health and Safety issues. However, he suggested the Town Council continues to work with the Community to continue community “hand” weeding, as spraying alone would not fully resolve the weed problem throughout the town.

David Croxall

Town Clerk

June, 2017