

MORECAMBE TOWN COUNCIL

15th September, 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 21st September, 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 20th July, 2017 (pages 2 – 9)

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. Planning, Development and Environment Committee – 7th August and 4th September, 2017

To receive the minutes of the Planning Development and Environment Committee from its meetings held on 7th August and 4th September, 2017 (pages 10 to 18 of supporting papers pack) and to consider recommendations made in respect of the following items:

7th August (pages 10 to 14)

- (a) Minute No. 19 – Planning Applications (pages 10 to 12 of supporting papers pack).
- (b) Minute No. 20 – Community Improvement Fund (pages 12 to 14 of supporting papers pack).
- (c) Minute No. 21 – Allotment Update (page 14 of supporting papers pack).

4th September (pages 15 to 18)

- (a) Minute No. 25 – Planning Applications (pages 15 to 17 of supporting papers pack).
- (b) Minute No. 26 – Neighbourhood Plan (page 17 of supporting papers pack).

6. Community Safety Committee – 16th August, 2017

To receive the minutes of the Community Safety Committee from its meeting held on 16th August (pages 19 to 23 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 5 – Anti Social Behaviour (page 19 to 26 of supporting papers pack)

7. Finance and Management Committee – 11th September, 2017

To receive the minutes of the Finance and Management Committee from its meeting held on 11th September, 2017 (pages 27 to 41 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (b) Minute No. 14 – Payments and Receipts Schedule (page 27 and 34 to 38 of supporting papers pack)
- (c) Minute No. 15 – Budget 2017/18 Update (pages 27 to 31 and 39 to 40 of supporting papers pack)
- (d) Minute No. 16 - Reserves Policy (page 31 of supporting papers pack)
- (e) Minute No. 17 – Insurance Renewal (page 32 of supporting papers pack)
- (f) Minute No. 18 – Noticeboards (pages 32 to 33 of supporting papers pack)

8. Festivals and Events Committee – 13th September, 2017

To receive the minutes of the Festivals and Events Committee from its meeting held on 13th September, 2017, (pages 42 to 46 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 7 – Festivals Funding 2018-19 (pages 43 to 46 of supporting papers pack)

9. Date of Next Meeting – Thursday 16th November, 2017 at Morecambe Town Hall commencing at 7pm



David Croxall
Clerk to the Council
15th September, 2017

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 21st September, 2017, at 7.00 p.m. at Morecambe Town Hall

Present: Councillors: D. Clifford (Chairman), A. Ashworth, J. Ashworth, J. Bates, T. Brown, S. Burns, I. Clift, C. Cozler, R. Dennison, P. Heath, B. Hughes, L. Hughes, D. Hutton, T. Metcalfe, M. Pattison, L. Page, J. Pilling and D. Whitaker

Officers in Attendance:

D. Croxall (Town Clerk)

31. Freedom of Information Complaint

The Chairman read out in full a letter received from the Information Commissioner's Office dated 11th September, regarding a complaint made to the Commissioner's Officer by a resident of the Town Council area. The complaint was with regard to a request for information regarding Member's Allowances.

The Council had responded after the prescribed period. The Information Commissioner had thus ruled that the Council had breached section 10(1) of the Freedom of Information Act 2000 (time for compliance) for handling this request. However, the Commissioner did not require any further action or steps to be taken as a result of the decision.

The Chairman added that no member of the Council had received an allowance since the Council's implementation in 2009. There had originally been a small amount in the budget between 2009 and 2011 for a Chairman's Allowance, although this had not been claimed or paid. This had been referred to in the Council's Freedom of Information Policy produced in 2011 which could be viewed on the Council's website. The statement in this document had now been removed in order to avoid any further confusion or misunderstanding.

32. Apologies for Absence

Councillors T. Anderson, L. Davies, G. Dennison, Janice Hanson and John Hanson

33. Declarations of Interests

Councillors J. Ashworth, Clift, Cozler and Pattison declared a personal interest in Minute No. 36 as they were all members or a substitute member (Councillor Pattison) of the Lancaster City Council Planning Committee.

Councillor Bates declared a personal interest with regard to the Planning Application in respect of the Time and Tide bell as a member of Morecambe BID and left the meeting during consideration of this part of Minute No. 36.

Councillor Brown declared the following:

- (a) Indicated that in the interests of transparency she was a member of the same organisation as the applicant in respect of the Promenade Concert Orchestra (Minute No. 39) and would not be declaring an interest.;
- (b) Indicated that in the interests of transparency she had assisted the Make my Day Festival 2017 as the Festival had to move indoors due to the weather on the day, and

therefore the Alhambra had been used where Councillor Brown worked as a volunteer (Minute No. 39) and would not be declaring an interest; and

- (c) A pecuniary interest with regard to Minute No. 39 in so far as it related to the Morecambe Fringe and A Splendid Day Out.

Councillor Clifford indicated that in the interests of transparency he had attended a previous Promenade Concert Orchestra event as a guest and also that he was a member of the same organisation as the applicant in respect of the Promenade Concert Orchestra (Minute No. 39) and would not be declaring an interest.

Councillors Cozler and Metcalfe indicated that in the interests of transparency they had attended and assisted without receipt of remuneration at previous Splendid Day Out Festivals (Minute No. 39) and would not be declaring an interest, following the recent advice from the City Council Monitoring Office, although on this occasion they would not take part in the debate on the application as they had previously declared an interest in the application at the meeting of the Festivals Committee on 13th September.

Councillors R. Dennison and Pilling indicated that in the interests of transparency they had attended events promoted by the Promenade Concert Orchestra (Minute No. 39) as a paying customer and would not be declaring an interest.

Councillor Hutton indicated that in the interests of transparency her husband assisted at the nice n Sleazy Festival (Minute No. 39) without remuneration (Minute No. 39) and would not be declaring an interest.

Councillor Pattison declared a personal interest in minute No. 39 in so far as it related to the applications by the West End Festival and Promenade Concert Orchestra, on the basis that as a Lancashire County Councillor, she had awarded funds to these two events as part of the County Council's Local Member Grants scheme.

Councillor Whitaker indicated that in the interests of transparency he had attended most events in the town which were applying for funding and also that he was a member of the same organisation as the applicant in respect of the Promenade Concert Orchestra (Minute No. 39) and would not be declaring an interest.

Resolved:

That the Monitoring Officer be invited to address all members prior to the next meeting of Council.

34. Minutes of Meeting held on 20th July, 2017

The Council considered the Minutes of the Meeting of the Town Council held on 20th July, 2017.

Resolved:

That the minutes of the meeting of Council held on 20th July, 2017 be signed as a correct record subject to the following corrections being made:

- The deletion of the reference to Councillor Cozler in Minute No. 21 as she was not present at the meeting;

- The removal of the words “Mary 2017” after the word Resolved in Minute No. 22 as these words should not have been included and were a typographical error.

At this point the meeting adjourned to allow public participation

35. Public Participation

Two members of the public addressed the Council:

- (a) Sian Johnson – addressed the Council with regard to the recommendation by the Planning Development and Environment Committee to submit an objection to the Planning application in respect of the proposed Time and Tide Bell. In the address, additional information was presented to the Council which had not been available to the Council’s Planning Development and Environment Committee regarding consultations with local residents and the noise levels from the Bell, which suggested that the Midland Hotel was not concerned about potential noise levels and that noise levels would be minimal and within satisfactory limits.
- (b) A resident of Sefton Road addressed the Council with regard to her and her neighbour’s concerns in respect of continuing violent and anti-social behaviour which took place daily on the street. Residents of the street were frustrated that despite repeated complaints to the Police and Social Services the situation had not been resolved.

The Chairman thanked both speakers and in respect of the second speaker advised that the Clerk would report the matter to the Police, the City Council Community Safety Team and the Lancaster and District Community Safety Partnership, as well as contacting the speaker to advise on progress.

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

Councillors J. Ashworth, Clift, Cozler and Pattison left the meeting at this point as they had declared an interest as members or substitute members of the Lancaster City Council Planning Committee.

36. Planning Development and Environment Committee

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 7th August and 4th September, 2017 and considered its recommendations in respect of the following items:

7th August

- (a) Planning Applications
- (b) Community Improvement Fund
- (c) Allotment Update

4th September

- (a) Planning Applications
- (b) Neighbourhood Plan

The Council debated the recommendation by the Committee to object to the Planning Application in respect of the Time and Tide Bell following the address made by the applicant during Public Participation.

It was proposed by Councillor Whitaker and seconded by Councillor Brown:

“That the Council supports the Planning Application for the Time and Tide Bell provided that the Planning Authority was satisfied that the bell would not cause any noise problems to nearby properties.”

Councillor Dennison indicated that the Council was in a difficult position as the Planning Development and Environment Committee had made its recommendations regarding the Time and Tide Bell based on the information available to it at the time of making their decision.

On being put to the vote 11 members voted for the proposition, 1 against and there was 1 abstention.

Resolved:

- (1) That the Council's continued objection to Application No. 17/00534/FUL be confirmed as originally submitted on 21st June to Lancaster City Council and to authorise Councillor Bates and the Clerk to attend the meeting of Lancaster City Council's Planning Committee when the application was considered to submit the Council's objection.
- (2) That Mr M. Davies, the City Council's Director for Environmental Services be invited to the meeting of the Planning Development and Environment Committee to be held on 2nd October to discuss the suggestions submitted by residents regarding the use of the Town Council's Community Improvement Fund and the management of fly tipping in Morecambe.
- (3) That copies of the suggestions received in respect of the Community Improvement Fund from residents be forwarded to all City Council members to ask what the City Council proposed to do about the issues raised, as in the opinion of the Committee all these matters should be remedied by Lancaster City Council.
- (4) That the Clerk be requested to investigate what other Town Councils do in terms of projects to improve their local environment.
- (5) That the request from the Allotment Association to install Parking signs on the railings bordering the Allotment site where there was space for up to 5 vehicles to park be approved.
- (6) That the Clerk suggests to the Allotment Association that they approach new plot holders and the Community Groups who have plots on the site with a view to recruiting new volunteers for the Association's Committee.
- (7) That the Clerk researches the possibility of implementing a scheme whereby gardeners could by agreement manage the gardens of residents who were no longer able to look after their own garden.

- (8) That Lancaster City Council be informed that in respect of Application No. 17/00833/FUL in respect of the proposal to situate a Time and Tide Bell at the end of the Stone Jetty, the Town Council supported the application provided that the Planning Authority was satisfied that the bell would not cause any noise problems to nearby properties and that there was concern that the positioning of the bell may attract vandalism due to its exposed position and although this was not a Planning consideration, the Town Council requested that every effort be made by the applicant and Planning Authority to minimise the likelihood of this occurring.
- (9) That in respect of Application No. 17/00955/FUL regarding the proposed change of use to new café, Lancaster City Council be informed that satisfactory refuse provision did not appear to have been made within the application and that the Town Council did not believe it to be satisfactory to merely put refuse in the back alley as this type of business would create a great deal of refuse and more adequate and appropriate provision should be made.
- (10) That in order to get the Neighbourhood Plan Steering Group up and running the Planning Development and Environment Committee acts as the Steering Group with the following Groups/representatives being invited to work with the Committee:
- Business representative from Morecambe BID
 - West End Millions
 - Bare Village Business Association
 - Soroptomists
 - Bay Tourism
 - Young person from either Police Cadets or Armed Forces Cadets who resided in Morecambe
 - Health practitioner from within Morecambe Medical Practise who resided in Morecambe
- (11) That the Clerk organises meetings of the Neighbourhood Plan Steering Group on the same date as meetings of the Planning Development and Environment Committee with the Neighbourhood Plan Steering Group being dealt with first and appropriate training to be provided at the first meeting of the Group.

Councillors J. Ashworth, Clift, Cozler and Pattison returned to the meeting at this point.

37. Community Safety Committee

The Council received the minutes of the Community Safety Committee from its meeting held on 16th August, 2017 and considered its recommendations in respect of the following items:

- (a) Anti Social Behaviour (ASB)

Resolved:

- (1) That the Council's £14,000 budget towards an ASB officer be utilised towards an officer within the City Council's ASB Team.
- (2) That a Service Level Agreement (SLA) be entered into with Lancaster City Council for the provision of (1) above and that the content of Appendix A attached to these minutes forms the basis of the key points and requirements of the SLA.

- (3) That the Community Safety Committee meets quarterly with representatives of the City Council and Lancashire Constabulary being present at each meeting in order to discuss progress and outcomes regarding the ASB Team's work to combat ASB within Morecambe.
- (4) That consideration of potential intervention solutions/projects be deferred until the next meeting of the Community Safety Committee when the City Council would be in a position to report on the research they were currently undertaking.
- (5) That the Town Council's website includes a page regarding ASB and how to report it.
- (6) That methods of reporting ASB be included on the Town Council's noticeboards.
- (7) That a letter be sent to the Police and Crime Commissioner expressing the Town Council's concerns regarding the problems caused by the 101 reporting number.
- (8) That a representative of the Town Council be invited to City Council officer meetings regarding ASB.

38. Finance and Management Committee

The Council received the minutes of the Finance and Management Committee from its meeting held on 11th September, 2017 and considered its recommendations in respect of the following items:

- (a) Payments and Receipts Schedule
- (b) Budget 2017/18 Update
- (c) Reserves Policy
- (d) Insurance Renewal
- (e) Noticeboards

Resolved:

- (1) That the Payment and Receipts Schedule for the period 1st July to 5th September, 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 5th September, 2017 as submitted by the Finance and Management Committee be noted.
- (3) That a provisional budget totalling £55,000.00 for Festivals and Events in 2018/19 be set.
- (4) That the Elections budget for 2017/18 be increased to £12,000, with the additional amount being taken from the Council's unallocated balances.
- (5) That the toilet roll holders within the Dome Toilets be replaced with jumbo toilet rolls in time for spring 2018 and the Clerk be authorised to seek quotations, with the cost being funded from the Toilet Management budget.
- (6) That the Clerk seeks quotations for the Cleaning and Sanitary contracts for the Dome Toilets in 2018.
- (7) That the Council produces three newsletters per annum with the first being published prior to Christmas 2017 and which would be delivered to every household, and this to be funded via advertising space being sold in the Newsletter.
- (8) That quotations be sought for the newsletters to be delivered to every household by a Distribution Company without any other leaflets/publications.

- (9) That consideration of the Reserves Policy be deferred until discussions had taken place with the Internal Auditor in October, and that it be further considered at the next meeting of the Finance and Management Committee on 6th November, 2017.
- (10) That the Council accepts the quotation from Zurich in the sum of £727.74 for the renewal of the Council's Insurance from 29th September, 2017 to 28th September, 2018.
- (11) That the noticeboard outside Bare Quality Carers be relocated to a suitable position near the Asda store on Lancaster Road subject to approval from Asda, and that if approval was not forthcoming an alternative site within the vicinity of Asda be sought.
- (12) That the content of noticeboards to include official notices of the Town Council, details of Town Council projects, details of events, notices of grants available, details of ASB management and reporting and details of the Council's budget and spend.

Councillor Pattison left the meeting during consideration Minute 39 when the applications by the Promenade Concert Orchestra and West End Festivals were being considered.

Councillors Cozler and Metcalfe left the meeting during consideration Minute 39 when the application by the A Splendid Day Out was being considered.

39. Festivals and Events Committee

The Council received the minutes of the Festivals and Events Committee from its meetings held on 13th September, 2017 and considered its recommendations in respect of the following items:

- (a) Festivals and Events Funding 2018/19

Resolved:

That the following be agreed in respect of the applications received for Festival funding in 2018/19:

Festival	Amount Applied for (£)	Average appraisal score	Recommended Award (£)	Conditions to be attached to Funding Award and/or Reasons for Award/Refusal
Promenade Concert Orchestra	2,000.00	16.2	0.00	This application did not meet the minimum score of 18
Lantern	4,000.00	20.1	2,000.00	Although the Committee felt that the content and additions planned for the festival were well thought out, funding this festival to the full amount requested would mean that other good events for the town would not be funded.

Festival	Amount Applied for (£)	Average appraisal score	Recommended Award (£)	Conditions to be attached to Funding Award and/or Reasons for Award/Refusal
West End	3,000.00	21.3	2,500.00	Although the Committee felt that the content and additions planned for the festival were well thought out, funding this festival to the full amount requested would mean that other good events for the town would not be funded.
Catch the Wind	12,000.00	24.7	4,000.00	Although the Committee felt that the content and additions planned for the festival were well thought out, funding this festival to the full amount requested would mean that other good events for the town would not be funded.
Make My Day	3,500.00	21.7	3,000.00	The Committee felt that the content of the Make My Day was extremely well thought out and planned, however, could not fund the event due to the high demand on festival funding this year.
NW Youth and Junior Women's Tour	3,000.00	22.4	3,000.00	The Committee agreed that this event would bring lots of positivity and would contribute to health and wellbeing especially amongst the younger residents.
Nice n Sleazy	4,000.00	24.7	3,000.00	Although the Committee felt that the content and additions planned for the festival were well thought out, funding this festival to the full amount requested would mean that other good events for the town would not be funded.
Vintage	18,000.00	22	16,000.00	Due to the increasing demand on festival funding from the Council the festival organisers be informed that it is becoming extremely difficult to fund the Vintage festival at this level year on year. Therefore, the organisers would need to seek sponsorship from other organisations.

Splendid Day Out	10,000.00	15.2	0.00	This application did not meet the minimum score of 18
Festival	Amount Applied for (£)	Average appraisal score	Recommended Award (£)	Conditions to be attached to Funding Award and/or Reasons for Award/Refusal
Morecambe Story Festival	5,300.00	23	£16,500.00	Subject to: (a) the funding be a contribution to all four events and all four events taking place to allow the funding to be released; and (b) the division of the funds between the events to be determined by the applicant and organisers.
Morecambe Comedy	2,450.00	23		
Morecambe Fringe	9,950.00	23		
Morecambe Christmas Fringe	5,300.00	23		
Publicity	5,000.00		5,000.00	Towards publicity of Morecambe's events in 2018/19
Total funds allocated			55,000.00	

40. Date of Next Meeting

Thursday 16th November, 2017 at Morecambe Town Hall commencing at 7 p.m.

The meeting ended at 9.20 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

26th September 2017

Appendix A

DRAFT

Key points of service level agreement between Morecambe Town Council and Lancaster City Council – FUNDING CONTRIBUTION TO ANTI-SOCIAL BEHAVIOUR TEAM

Overview

This agreement concerns the provision of anti-social behaviour prevention and enforcement services in the Morecambe Town Council area.

Tackling anti-social behaviour and its community impacts is a high public priority both for residents and purposes of promoting Morecambe and the visitor economy. Morecambe Town Council and Lancaster City Council are both committed to the prevention or minimisation of anti-social behaviour.

The funding contribution by Morecambe Town Council to the Anti-Social Behaviour Team's service to be supplied across the town council's area is expected will follow the model and achieve continued successes as developed by Lancaster City Council during January to August 2017.

Coverage

The service will be provided to all parts within the geographical boundaries of Morecambe Town Council (see map in Appendix 1). Due to the prevalence of anti-social behaviour in Morecambe, Torrisholme, Bare and Heysham, the funding by Morecambe Town Council will be fully utilised within the Morecambe Town Council area.

Services to be provided

- 1 Dedicated anti-social behaviour prevention and minimisation, investigation and de-escalation/ enforcement.
- 2 Ancillary routine enforcement provided by the wider Public Protection service group (e.g. nuisance, licensing, dog-related, housing, wastes and environmental offences for the good of the Morecambe Town Council area (without compromising the primary focus on anti-social behaviour).
- 3 Community reassurance working where possible within priority demands on the team.
- 4 Timely information, advice and reports on anti-social behaviour-related activity enabling Morecambe Town Council to pursue its communications and media objectives.
- 5 Proactive focus on youth-related anti-social behaviour, its root causes and the identification of recommended preventative solutions.

and for the above purposes:

- (a) Administering and managing regulatory activity, complaint investigation and surveillance / enforcement including legal decisions and proceedings.
- (b) Producing and working to a formalised city council policy and operating protocol. This includes consultation with Morecambe Town Council on prevailing priorities, identifying issues and locations of greatest concern.
- (c) Cultivating positive community support and active participation in deterring anti-social behaviour.
- (d) Optimising the service within the resources and time allocated.
- (e) Focussing on the most effective and efficient ways to advantage Morecambe Town Council's aims related to prevention and minimisation of anti-social behaviour.
- (f) Developing agreed communications mechanisms to keep citizens and stakeholders suitably informed.

(Note: the Anti-Social Behaviour Team will deliver services and achieve its objectives working closely with Lancashire Police in particular and wider partner agencies and organisations more generally.)

Service availability

The Anti-Social Behaviour Team will comprise a number of part-time Anti-Social Behaviour Officers / ASB Patrol Officers working flexible shifts throughout the year. Precise working days and times will vary responsively corresponding with prevailing needs and tasking. There will be no set or standardised hours in order that peak offending times outside office hours and at weekends can be effectively serviced.

Duties and Responsibilities of both parties (*operating effectively as a partnership*)

...We commit to promoting this arrangement as a mutually beneficial way to effectively tackle anti-social behaviour offending and its impacts, recognising that anti-social behaviour is subjectively interpreted and the legal definitions will prevail when deciding which cases the Anti-Social Behaviour Team can reasonably be expected to resolve...

...Subject to ongoing consultation we commit to support and empower the Anti-Social Behaviour Team's approach towards community engagement, complaint investigation, patrolling and enforcement on anti-social behaviour in the Morecambe Town Council area..

...We commit to preserving the confidentiality of investigative and regulatory activity so as not to prejudice any potential legal proceedings.

Performance measurement

The following are the key performance indicators (KPIs) that will be used to measure performance within the service level agreement:

Measure type	Measure definition	Method	Frequency
KPI1	Time to first meaningful response to service requests		Monthly
KPI2	Service request end to end time		Monthly
KPI3	Customer satisfaction		Monthly
KPI4	Perceived service impact (from service users perspective)		Monthly
KPI5	Percentage investigable service requests dealt with by 'early intervention'		Monthly
KPI6	Summarised information about types and quantities of intervention/enforcement		Bi-monthly / quarterly coinciding with Community Safety Committee meetings

Performance review

Contract review meetings between Morecambe Town Council and the service provider will be held every three months to review the service.

Performance will be monitored by Morecambe Town Council:	Monthly operational review meetings (verbal reports). Through Community Safety Committee meetings.
Performance will be monitored by the service provider:	On-the-job, daily and weekly supervision; monthly operational review meetings. Reports.

MORECAMBE TOWN COUNCIL

21st September, 2017

SUPPORTING PAPERS

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MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 20th 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.

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

22. Minutes of Meeting held on 20th June, 2017

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

Resolved: Mary, 2017

That the minutes of the meeting of Council held on 20th 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 3rd 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 10th 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 1st May to 20th 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 30th 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 13th 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 21st 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 18th 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 20th June, 2017 with Lancaster City Council.

Resolved:

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

30. Date of Next Meeting

Thursday 21st September, 2017 at Morecambe Town Hall commencing at 7 p.m.

The meeting ended at 8.50 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

26th July, 2017

MORECAMBE TOWN COUNCIL

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Monday 7th August, 2017

Councillors Present: D. Whitaker (Chairman), J. Bates (Vice Chairman), G. Dennison and P. A Heath

Also in attendance: Councillor L. Davies

Officers in attendance – D. Croxall (Clerk)

16. Apologies for Absence

Councillor John Hanson, L. Page, M. Pattison and L Hughes

17. Declarations of Interest

None

18. Minutes of Meeting of Planning Development and Environment Committee held on 3rd July 2017

Resolved:

That the minutes of the Planning Development and Environment Committee held on 3rd July, 2017 be signed as a correct record.

19. 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 amended application by Aldi.

Application Number	Proposal Details	Site Address
17/00763/FUL	Erection of a single storey rear extension	240 Lancaster Road, Morecambe
17/00864/FUL	Conversion of dwelling to two 2-bed flats	35 Edward Street, Morecambe
17/00859/FUL	Erection of single storey side extension	14 Hayfell Avenue, Morecambe
LCC/2017/0059	Single storey extension to link the swimming pool building with the school sports block including new entrance to swimming pool and 2.4m high fencing and gate	Heysham High School, Limes Avenue, Morecambe

17/00768/FUL	Retrospective application for the installation of raised decking and screen	47 Bare Avenue, Morecambe
Application Number	Proposal Details	Site Address
17/00534/FUL	<p>Demolition of existing supermarket, bowling alley and retail units and erection of a replacement supermarket with associated car parking and hard and soft landscaping:</p> <p>Details of the Amendment:</p> <p>Amended plans have been received including amended location plan, site plan, ground floor arrangement, roof plan, elevational plan and boundary treatment plan.</p> <p>In order for the City Council to comply with their statutory targets for determining planning applications, they have asked for any observations by 10 August 2017. If it is not possible to provide a response within this period please contact the case officer to discuss this.</p> <p>Full details of this application and the amendments can be viewed online using the link below.</p>	Aldi, Marine Road West, Morecambe
17/00777/FUL	Demolition of existing rear extension and side car port and erection of a replacement single storey side and rear extension	4 Lathom Avenue, Morecambe
17/00817/ADV	Advertisement application for the display of 2 internally illuminated fascia signs, 1 non-illuminated fascia sign and 2 non-illuminated wall signs	The Co-operative Food, 22 Glentworth Road West, Morecambe
17/00819/FUL	Erection of a single storey side extension	11 Hyde Road, Morecambe
17/00808/FUL	Construction of a dormer extension to the rear elevation and a hip to gable extension	18 Beaufort Road, Morecambe
17/00868/FUL	Demolition of factory building and erection of 4 industrial units, installation of a raised replacement roof and erection of a single storey infill extension to the front and first floor side extension to existing industrial unit	Bay Scaffolding, Northgate, White Lund Industrial Estate, Morecambe

Resolved:

That Council be recommended to:

- (6) Note the report**
- (7) Confirm the Council's continued objection Application No. 17/00534/FUL as originally submitted on 21st June and to authorise Councillor Bates and the Clerk to attend the meeting of Lancaster City Council's Planning Committee when the application is considered to submit the Council's objection.**

20. Community Improvement Fund

The Council had included a sum of £7,000.00 in the budget for 2017/18 to undertake Community Improvements. This budget had been established with the aim of tidying up grot spots."

Residents views had been requested via notices on the Council's seven noticeboards and Council's website and social media outlets.

Residents were asked to submit responses by 31st July.

Suggestions received

The following suggestions had been received from residents:

- (a) "I have attempted to find out through the land registry who the land belongs to but to no avail. It is a space just behind Coastal medical in the West End. We wanted to find out the owner or if it was council owned as we would like to possibly purchase/lease it to make a community garden. We hoped we could get out volunteers to make it a beautiful space which could be used by the public to sit in and possibly to grow vegetables we could sell and or distribute via West End Impact for those in need."
- (b) "I would like to nominate the alleyway between the job centre and block of flats on Euston Road for improvement. This piece of land in a prime position to the town centre is an eyesore, everyday myself or my son is reporting fly tipping in the alleyway, strewn ripped bags of waste all over the road and pavement it looks an absolute disgrace for residents and visitors to the area. Morecambe seafront is looking really lovely but I think it's about time that the grot spots had an injection of cash put their way and what better way to start than tidying up the gateway to our town. A lot of visitors use the Travel Lodge to stay at and they have to park their cars in the car park on Pedder Street so the first thing they see is the poor state of the alleyway and strewn rubbish all over the road. Also, it would be a good idea to paint a mural on the wall of the flats facing the car park, maybe a map of sorts showing places of interest that our visitors could attend. I hope you can look at my suggestion favourably and raise the standard of a very prominent part of our beloved town."
- (c) "Please can I nominate the two roundabouts as u drive towards the prom near train station and Morrisons for some TLC as its one of the main routes to the beach. We are making the prom look great so let's make the drive to it colourful and exciting."
- (d) "In response to the invitation to local residents to highlight public green spaces in need of attention, I put forward the following: -
 - Church Walk is blighted with litter, overgrown areas and damage to the old stone wall;

- Fisherman's Square – untrimmed planting is overgrown with grasses concealing litter;
- Poulton Park – abandoned to Anti Social Behavioural elements and in need of smartening up;
- It would give a good impression if the grass areas on the promenade between Lord Street and Green Street had their edges trimmed, and also the garden area next to the Midland Hotel.
- Consider planting of trees in the town in association with Woodland Trust."

(e) "The following is suggested list:-

- Poulton Park and surrounding alley ways behind Townley Street;
- Alley between B&M Bargains and DK Warehouse
- Back alleys behind Euston Grove
- Fisherman's Square is a lovely area and has a lot of rubbish due to it being an area that is regularly used for drinking

The Clerk advised the Committee of the following:

- The Council needed to be careful about committing to projects that were revenue based i.e. create ongoing maintenance costs.
- All the suggestions above are on land not owned by the Town Council (indeed the Council currently owns no land) and would require the permission of the landowner.
- Some of the above suggestions should or could be undertaken as part of grounds maintenance by Lancaster City Council and further discussed with the City Council.
- The Town Council possessed powers which could be used if the Council wished to become involved in some of the above projects:

The Committee welcomed the positive suggestions received. However, the Committee remained concerned that these were all potentially issues that should be addressed by Lancaster City Council otherwise there would be a danger of double taxation.

The Committee also discussed the issues around fly tipping and expressed concerns as to the apparent lack of prosecutions.

Resolved:

That Council be recommended to:

- (1) **Invite Mark Davies, the City Council's Director for Environmental Services to the next meeting to discuss the above suggestions regarding the use of the Community Improvement Fund and the management of fly tipping issues**
- (2) **Forward copies of the suggestions received in respect of the Community Improvement Fund to all City Council members to ask what the City Council proposed to do about the issues raised, as in the opinion of the Committee all these matters should be remedied by Lancaster City Council.**

- (3) **Request the Clerk to investigate what other Town Councils do in terms of projects to improve their local environment.**

21. Allotment Update

The Clerk updated the Committee on the recent Allotment Open morning held on Saturday 29th July at the Allotment site.

One tenant had asked for the Council had requested that consideration be given to the small parking area outside the front gate being formally marked out for parking. The Association had subsequently undertaken this work to a high standard.

The Association at its meeting on 2nd August had requested that they be allowed to put a sign on the fence adjacent to the parking area stipulating, "Parking for Allotment users only"

There had recently been several resignations from the Association's Committee due to illness and family issues. The Committee discussed the problems the Association were likely to have in recruiting volunteers to replace these members.

The Committee also discussed the issue of finding new Allotment land.

Resolved:

That Council be recommended to:

- (1) **Note the report**
- (2) **Allow the Allotment Association to install the Parking signs as requested;**
- (3) **Suggest to the Allotment Association that they approach new plot holders and the Community Groups who have plots on the site with a view to recruiting new volunteers for the Association's Committee.**
- (4) **Research the possibility of implementing a scheme whereby gardeners could by agreement manage the gardens of residents who were no longer able to look after their own garden.**

Chairman

The meeting ended at 7.40 p.m.

MORECAMBE TOWN COUNCIL

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Monday 4th September, 2017

Councillors Present: D. Whitaker (Chairman), J. Bates (Vice-Chairman), P. Heath and L. Page

Officers in attendance – David Croxall (Clerk)

Also in Attendance – Councillor G. Dennison

22. Apologies for Absence

Councillor John Hanson, L. Hughes and M. Pattison

23. Declarations of Interest

There were no Declarations of Interest

24. Minutes of Meeting of Planning Development and Environment Committee held on 7th August, 2017

Resolved:

That the minutes of the Planning Development and Environment Committee held on 7th August, 2017, be signed as a correct record.

25. 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 7th August, 2017:

Application Number	Proposal Details	Site Address
17/01024/FUL	Change of use of first floor shop (A1) to 1-bed flat (C3), construction of a dormer extension to the rear and erection of a single storey rear extension	316 Lancaster Road, Morecambe
17/00941/CU	Retrospective application for the change of use of land to form part of domestic curtilage and erection of an outbuilding	18 Fairhope Avenue, Morecambe
17/00990/CU	Change of use of ground floor chiropody (D1) to additional living accommodation for existing dwelling (C3)	18 Clarence Street, Morecambe
17/01047/FUL	Erection of a single storey rear extension	42 Woodhill Lane, Morecambe
17/01016/FUL	Erection of a part two storey and part single storey side extension	18 Bateman Road, Morecambe
17/01019/FUL	Erection of a single storey side extension	12 Woodrush, Morecambe

17/00955/FUL	Installation of a replacement shopfront, change of use of land outside to form external seating area and installation of canopy	219 Marine Road Central, Morecambe
17/00956/LB	Listed building application for installation of replacement shop front, fire escape ramp and air conditioning units to rear and removal and installation of internal walls to create new cafe area	219 Marine Road Central, Morecambe
17/01025/FUL	Construction of two dormer extensions to the front and rear elevations	44 Foxfield Avenue, Morecambe
17/00954/VCN	Change of use from leisure/retail (D2 and A1) to cafe/drinking establishment (A3 and A4) (pursuant to variation of condition 3 on planning permission 15/01101/CU to alter the hours of operations and activities)	219 Marine Road Central, Morecambe
17/00953/ADV	Advertisement application for the display of an externally illuminated fascia sign and an externally illuminated projecting sign	219 Marine Road Central, Morecambe
17/00949/FUL	Retrospective application for the retention of 2 storey rear extension, single storey rear extension and a pitched roof to the side elevation	21 Bowfell Avenue, Morecambe
17/00982/FUL	Retrospective application for the retention of a single storey rear extension	39 Hawkshead Drive, Morecambe
17/00833/FUL	Installation of a Time and Tide bell sculpture	Stone Jetty, Marine Road Central, Morecambe

Resolved:

That Council be recommended to:

- (1) **Inform Lancaster City Council that whilst welcoming the proposal for the Time and Tide Bell in respect of Application No. 17/00833/FUL the Town Council could not support the current application on the basis that the Town Council believed the proposed location on the Stone Jetty would cause unsatisfactory ambient noise to nearby properties particularly during a night time tide, and there was concern that the positioning of the bell could attract vandalism due to its exposed position.:**
- (2) **Inform Lancaster City Council that in respect of Application No. 17/00955/FUL regarding the proposed change of use to new café, satisfactory refuse provision**

did not appear to have been made within the application and the Town Council did not believe it to be satisfactory to merely put refuse in the back alley as this type of business would create a great deal of refuse and more adequate and appropriate provision should be made.

26. Neighbourhood Plan

The Clerk informed the Committee that progress had been slow due to issues around the formation of the Steering Group.

The Steering Group should ideally a majority of members who were community representatives as this was a Plan on behalf of the community. However, selecting the most appropriate persons to form a balanced and no political Group was difficult to achieve.

The Clerk had been advised by the Council's previous advisers that perhaps the Council should commence with a smaller Group and add to it as community engagement continued through the development of draft policies.

Resolved:

- (1) That Council be recommended that in order to get the Steering Group up and running that the Planning Development and Environment Committee acts as the Steering Group with the following Groups/representatives being invited to work with the Committee:**
 - **Business representative from Morecambe BID**
 - **West End Millions**
 - **Bare Village Business Association**
 - **Soroptomists**
 - **Bay Tourism**
 - **Young person from either Police Cadets or Armed Forces Cadets who resided in Morecambe**
 - **Health practitioner from within Morecambe Medical Practise who resided in Morecambe**
- (2) That subject to the approval of (1) above, the Clerk to organise the first meeting and subsequent meetings on the same date as Committee meetings with the Neighbourhood Plan being dealt with first and that training be provided at the first meeting of the Group.**

27. Community Improvement Fund

Further to Minute 20 of the meeting held on 7th August, 2017, the Clerk advised the Committee that Mr Davies had been invited to attend as requested, but was unable to do so due to annual leave. Mr Davies had agreed to attend the next meeting of the Committee to be held on 2nd October, 2017.

Resolved:

The further consideration of the suggestions for utilising the Community Improvement Fund be deferred until Mr Davies had attended the meeting of the Committee on 2nd October.

Chairman

The meeting closed at 7.30 p.m.

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of the **Community Safety Committee** held on Wednesday 16th August, 2017 at 7.00pm at Morecambe Police Station

Present: Councillors John Hanson, T. Anderson, J. Bates, T. Brown, I. Clift, L. Davies and D. Whitaker

Also in attendance: Councillors J. Ashworth, G. Dennison, R. Dennison, P. Heath, D. Hutton and L. Page

Officers in Attendance:

Town Council: D. Croxall (Clerk to the Council), A. Fawcett (Assistant Clerk)

Lancashire Constabulary: Sergeant Brown (Lancashire Constabulary)

Lancaster City Council: G. Tagg (ASB Officer) and N. Howard

1. Appointment of Chairman

Resolved:

That Councillor John Hanson be appointed Chairman of the Community Safety Committee until the Annual Council Meeting in May 2018.

2. Appointment of Vice Chairman

Resolved:

That Councillor I. Clift be appointed Vice-Chairman of the Community Safety Committee until the Annual Council Meeting in May 2018.

3. Apologies for Absence

There were no apologies for absence

4. Declarations of Interest

There were no declarations of interest

5. Anti Social Behaviour

At the Council meeting on 18th May, 2017 the Police Liaison Group was renamed the Community Safety Committee, and the following Terms of Reference were agreed:

- (a) To meet quarterly to liaise with and review the work of the Neighbourhood Policing Team
- (b) To discuss with the Police representative's issues raised by the Council and public in terms of the policing of the town.
- (c) To manage the work of the Council's funded Anti-Social Behaviour Officer
- (d) To liaise with all relevant agencies regarding the management of Anti-Social Behaviour within the town
- (e) To consider and facilitate appropriate intervention programmes to tackle Anti-Social Behaviour and measures to improve community safety

- (f) To co-opt representatives of appropriate agencies and organisations to the Committee as non voting members to assist with the Committee's workload as appropriate.
- (g) To manage the work of Council's funded Environmental Enforcement Officer

The Council had set aside £14,000 in the 2017/18 budget to fund a post of Anti Social Behaviour (ASB) officer, and this funding could be utilised to fund an officer within the ASB Team being established by the City Council.

Therefore, at Council on 20th July it was agreed that the first meeting of this Committee should consider the following:

- 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.

The report indicated that the following were the areas within the town where the Town Council remained highly concerned about continued issues being caused by ASB:

- Torrisholme in general
- Bare in general
- Happy Mount Park
- Torrisholme Barrows – request for Public Protection order to be put in place
- West End Gardens
- West End in general

Officers of Lancaster City Council and Lancashire Constabulary gave an an overview of current ASB knowledge and experiences, issues and concerns with Morecambe.

Mr Tagg outlined that work over the last few months demonstrated the following regarding ASB in Morecambe:

- ASB was under reported
- Reported ASB in the West End had reduced
- Reported ASB in Bare and Torrisholme had increased
- The lack of reporting made it harder to obtain Public Space Protection Orders
- The majority of those undertaking ASB appeared to be in the 13-14 age group, with the majority being female.

- The City Council had employed a temporary member of staff whose remit was to gather information on cause, places, ages and possible interventions regarding ASB in Morecambe.
- Some level of tolerance was required and discussions were required to ascertain where residents would be happy to see groups of youths pointed to, as initial evidence being gathered from research indicated that not all youths wanted clubs or activities establishing.
- Good links had been created with local schools who were very supportive of the work being undertaken.
- The City Council were in the process of designing a website via which ASB could be reported.
- From 21st August the ASB team would include 3 members of staff who would all be working 18 hours per week.
- Over the last few months experience had shown that there were “ring leaders” and these people were targeted by the City Council and Police.

Concerns were expressed by councillors that the process for agreeing and implementing Public Space Protection Orders was slow i.e. Torrisholme Barrows.

Mr Howard and Sergeant Brown indicated that further evidence need to be gathered from the community to allow the process to move forward and that the City Council were investigating how to undertake a fast track approach to implanting such orders.

Sergeant Brown indicated that such Orders would not resolve all problems as they required enforcement and not every place with an order could be constantly patrolled and if youths were not on Torrisholme Barrows they would be somewhere else.

Councillor Dennison indicated that ward councillors would be willing to assist in gathering evidence to allow Orders to proceed more quickly.

Councillor Bates expressed concern regarding the hours of work of PCSO's as PCSO's now finished at 10p.m. and in his opinion most ASB took place after 10 p.m.

Sergeant Brown indicated that PCSO's originally worked until midnight but now to 10 p.m. Evidence suggested that the majority of SB took place before 10 p.m. although the occurrences after 10 p.m. did have a greater impact on residents.

Councillor Bates suggested that the Town Council should be more involved in the multi-agency approach and discussion around better use of resources regarding the tackling of ASB. This would involve the Town Council being involved at a “base level” to collectively agree a way forward with an effective communication channels operating.

Councillor Dennison suggested that intelligence gathering need to improve if larger groups were to be broken down and certain retail outlets should be targeted i.e. re the sale of alcohol.

Sergeant Brown and Mr Tagg indicated that Off Licences were visited and that social media was monitored constantly by PCSO's. Evidence suggested that alcohol remained a bigger problem in relation to ASB than drugs, and there was also evidence which suggested that some parents dropped their children off with alcohol.

Councillor Hanson asked where the worst area within Morecambe was in relation to ASB. Mr Tagg outlined that based on reported incidents it was Gardner Road and Westminster Road.

Councillor Bates suggested that an effective reporting system was required that would give resident's confidence that their concerns were being dealt with seriously and effectively.

The Council had previously agreed to work with Agencies to facilitate appropriate intervention and diversionary projects.

This had not yet been taken forward as work was being undertaken by the City Council to establish the potential causes of ASB and potential interventions that could take place aimed at reducing ASB.

There were potentially a few funding outlets available which could allow funding for such projects. However, it was essential that any such projects were specific in addressing the problems occurring in Morecambe. The City Council officers informed the meeting that a temporary member of staff had recently been appointed with the remit of researching the causes, habits and potential solutions of ASB within the town. They advised that this work was not yet complete and that it would be too soon to discuss potential intervention projects.

Members expressed concern that there would be a need for the Town Council to ensure value for money for investing in the ASB Team and a need to demonstrate added value was being achieved for the residents of Morecambe via the Town Council's contribution.

Resolved:

That Council be recommended to:

- (1) Agree that the Council's £14,000 budget towards an ASB officer be utilised towards an officer within the City Council's ASB Team.**
- (2) Consider a draft Service Level Agreement to be prepared by the City Council, which would set out outcomes and how additional value would be achieved with the Town Council's contributions and that the SLA outlines an efficient and effective reporting structure (see Note at the end of these minutes and Appendix A).**
- (3) Agree that the Community Safety Committee meets quarterly with representatives of the City Council and Lancashire Constabulary being present at each meeting in order to discuss progress and outcomes regarding the ASB Team's work to combat ASB within Morecambe**
- (4) Consider potential intervention solutions/projects being deferred until the next meeting of the Committee when the City Council would be in a position to report on the research they were currently undertaking.**
- (5) Agree that the Town Council's website includes a page regarding ASB and how to report it.**
- (6) Agree that methods of reporting ASB be included on the Town Council's noticeboards**
- (7) Agree that a letter be sent to the Police and Crime Commissioner expressing the Town Council's concerns regarding the problems caused by the 101 reporting number.**

- (8) Request that a representative of the Town Council be invited to meetings of City Council officer meetings regarding ASB.**

Chairman

The meeting closed at 8.40 p.m.

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

22nd August, 2017

Note:

Since the meeting took place and discussions have taken place with the City Council regarding the contents of the proposed SLA.

Appendix A sets out a summary of the proposed SLA for member's consideration.

Appendix A

DRAFT

Key points of service level agreement between Morecambe Town Council and Lancaster City Council – FUNDING CONTRIBUTION TO ANTI-SOCIAL BEHAVIOUR TEAM

Overview

This agreement concerns the provision of anti-social behaviour prevention and enforcement services in the Morecambe Town Council area.

Tackling anti-social behaviour and its community impacts is a high public priority both for residents and purposes of promoting Morecambe and the visitor economy. Morecambe Town Council and Lancaster City Council are both committed to the prevention or minimisation of anti-social behaviour.

The funding contribution by Morecambe Town Council to the Anti-Social Behaviour Team's service to be supplied across the town council's area is expected will follow the model and achieve continued successes as developed by Lancaster City Council during January to August 2017.

Coverage

The service will be provided to all parts within the geographical boundaries of Morecambe Town Council (see map in Appendix 1). Due to the prevalence of anti-social behaviour in Morecambe, Torrisholme, Bare and Heysham, the funding by Morecambe Town Council will be fully utilised within the Morecambe Town Council area.

Services to be provided

- 1 Dedicated anti-social behaviour prevention and minimisation, investigation and de-escalation/ enforcement.
- 2 Ancillary routine enforcement provided by the wider Public Protection service group (e.g. nuisance, licensing, dog-related, housing, wastes and environmental offences for the good of the Morecambe Town Council area (without compromising the primary focus on anti-social behaviour).
- 3 Community reassurance working where possible within priority demands on the team.
- 4 Timely information, advice and reports on anti-social behaviour-related activity enabling Morecambe Town Council to pursue its communications and media objectives.
- 5 Proactive focus on youth-related anti-social behaviour, its root causes and the identification of recommended preventative solutions.

and for the above purposes:

- (a) Administering and managing regulatory activity, complaint investigation and surveillance / enforcement including legal decisions and proceedings.
- (b) Producing and working to a formalised city council policy and operating protocol. This includes consultation with Morecambe Town Council on prevailing priorities, identifying issues and locations of greatest concern.
- (c) Cultivating positive community support and active participation in deterring anti-social behaviour.
- (d) Optimising the service within the resources and time allocated.
- (e) Focussing on the most effective and efficient ways to advantage Morecambe Town Council's aims related to prevention and minimisation of anti-social behaviour.
- (f) Developing agreed communications mechanisms to keep citizens and stakeholders suitably informed.

(Note: the Anti-Social Behaviour Team will deliver services and achieve its objectives working closely with Lancashire Police in particular and wider partner agencies and organisations more generally.)

Service availability

The Anti-Social Behaviour Team will comprise a number of part-time Anti-Social Behaviour Officers / ASB Patrol Officers working flexible shifts throughout the year. Precise working days and times will vary responsively corresponding with prevailing needs and tasking. There will be no set or standardised hours in order that peak offending times outside office hours and at weekends can be effectively serviced.

Duties and Responsibilities of both parties (*operating effectively as a partnership*)

...We commit to promoting this arrangement as a mutually beneficial way to effectively tackle anti-social behaviour offending and its impacts, recognising that anti-social behaviour is subjectively interpreted and the legal definitions will prevail when deciding which cases the Anti-Social Behaviour Team can reasonably be expected to resolve...

...Subject to ongoing consultation we commit to support and empower the Anti-Social Behaviour Team's approach towards community engagement, complaint investigation, patrolling and enforcement on anti-social behaviour in the Morecambe Town Council area..

...We commit to preserving the confidentiality of investigative and regulatory activity so as not to prejudice any potential legal proceedings.

Performance measurement

The following are the key performance indicators (KPIs) that will be used to measure performance within the service level agreement:

Measure type	Measure definition	Method	Frequency
KPI1	Time to first meaningful response to service requests		Monthly
KPI2	Service request end to end time		Monthly
KPI3	Customer satisfaction		Monthly
KPI4	Perceived service impact (from service users perspective)		Monthly
KPI5	Percentage investigable service requests dealt with by 'early intervention'		Monthly
KPI6	Summarised information about types and quantities of intervention/enforcement		Bi-monthly / quarterly coinciding with Community Safety Committee meetings

Performance review

Contract review meetings between Morecambe Town Council and the service provider will be held every three months to review the service.

Performance will be monitored by Morecambe Town Council:	Monthly operational review meetings (verbal reports). Through Community Safety Committee meetings.
Performance will be monitored by the service provider:	On-the-job, daily and weekly supervision; monthly operational review meetings. Reports.

MORECAMBE TOWN COUNCIL

Minutes from the Finance and Management Committee Meeting held at 7.00 pm on Monday 11th September, 2017

Councillors Present: B. Hughes (Chairman), J. Ashworth, S. Burns, D. Clifford, R. Dennison and D. Hutton

Officers in attendance – David Croxall (Clerk)

11. Apologies for Absence

Councillors G. Dennison and P. Heath

12. Declarations of Interest

There were no Declarations of Interest

13. Minutes of Meeting of Finance and Management Committee held on 10th July, 2017

Resolved:

That the minutes of the meeting of the Finance and Management Committee held on 10th July, 2017 be signed as a correct record subject to the removal of the reference to Councillor D. Brayshaw in Minute No. 7 (4) on the basis that he had now resigned as a member of the Town Council.

14. Payment and Receipts Schedule – 1st July to 5th September, 2017

The Committee considered the Payment Schedule for the period from 1st July to 5th September, 2017 (Appendix A).

Councillor Ashworth requested that the Clerk amends the layout of future reports regarding Payments and Receipts to make it clearer which budget heads each payment/receipt referred to.

Resolved:

That Council be recommended to note the report

15. Budget 2017/18

The Clerk submitted a report detailing the current position with regard to spend against each budget head to 5th September, 2017 within the 2017/18 budget (Appendix B to these minutes).

The Committee also considered the bank reconciliation undertaken on 5th September, 2017 to demonstrate the Council's accounts were in order and balanced (Appendix C to these minutes).

The table at Appendix B informed members of the position of the 2017/18 budget against each budget head as at 5th September, 2017.

The figures below demonstrated that there were sufficient funds within the Council's Bank account to fund the Council's budget for 2017/18 even if all budget heads were to be fully spent:

1.	Estimated total spend:	£300,333.54
2.	Actual spend to date:	£68,824.79
3.	Amount in Bank at 05/09/2017:	£261,858.34

Given the above figures, there therefore remained an unallocated amount of £30,349.59 within the Council's funds.

The Clerk advised the Committee about the following issues:

- By-Election Expenditure

The cost of the Elections held earlier this year had still to be recharged.

It was likely the costs would be more than the Council's agreed budget of £6,000.

- Toilet Contract

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

The 60 days of opening ended with the weekend of the Vintage Festival.

The organisers of the Festival agreed to pay the Council £500 to enable the toilets to be opened free of charge all weekend.

The total income for the 60 days was £525.30 plus the amount from the Vintage Festival.

The Council's current arrangements for cleaning with Danfo who won the contract were for two cleans per day. Over the busy weekend of the Carnival this was not adequate and this issue should be addressed for the weekends when the town was likely to be extremely busy.

Following this and for the Vintage weekend, and given the fee being paid by the organisers, an extra clean was authorised by the Clerk.

In completing the refurbishment contract there were some additional works which came to light during the contract as follows:

Issue	Cost (£)
Supply & Fit new Water heater Supply & fit new Hand Spray Heater Supply & fit In Line Water Heater These works had not been included in the tender document as there was no evidence to suggest that these items were not in working order	£ 1,182.60
Check Water Main for pressures etc : Labour 4 Hours @£30 per hour this followed problems when the completed toilets were connected to mains supply and no flowing water could be accessed	£ 120.00
Electrical extras: 1 No. Socket for electric feed & circus /travelling fair. 2 No. new fans Ladies & Gents Disabled Toilets Labour & Materials deducted £160 Net from above for wiring Heater)	£ 730.00

Once the retention was paid to SR Brown (£1,742.50) the total spent on the refurbishment would be £36,831.00 against the original budget of £35,000.

Given the balances remaining with the toilet management budget, and the income received, whilst unsatisfactory that the additional costs were necessary to open the toilets, this overspend should be able to be funded via the Toilet Management budget for 2017/18, as £6134.10 remained in the budget plus income received.

The toilet roll holders whilst being robust and satisfactory for use in public toilets were not helpful during busy periods i.e. large Festivals. Toilet roll holders that could accommodate jumbo toilet rolls would be more appropriate.

Finally, given all the above and the income received this year, the Council would now need to consider its policy for opening the toilets in 2018 and during the forthcoming budgeting exercise set an appropriate budget. This would include retendering the cleaning and sanitary contracts which had been for one year only.

- SpID

SpID training took place on 17th July and the SpID had been purchased along with the mounting plates. To commence usage, the Town Council was waiting for the County Council to erect the posts and mount the plates at their cost as agreed earlier this year.

- Newsletter

The intention was to produce the first newsletter after the next Council meeting. The funding within the budget was to fund 4 newsletters with a print run of 2,000 copies, with newsletters being distributed in public places as well as online.

It was suggested that the Council considers the option of producing enough newsletters to enable copies to be distributed to every household.

The distribution cost would make this prohibitive given the current budget. However, other Town Councils achieved this via selling advertising space within their newsletters.

Given the upcoming work on the Neighbourhood Plan and the need to demonstrate engagement with residents for example, moving towards this type of an arrangement should allow the Council greater impact with residents.,

- Festival Funding 2018/19

The Festivals Committee would be meeting on 13th September to consider Festival Grant applications received.

The Committee were requested to consider recommending a provisional budget amount to Council for 2018/19 as in previous years.

This would allow the Festivals Committee to make recommendations against a recommended provisional budget for 2018/19.

The current year's budget was £55,000. From a budgetary point of view, the Committee were reminded that the Council had not wished to increase the precept and the Council did have several other committed projects and other costs continued to rise. Additionally, there was the need to manage reserves satisfactorily (see Minute No. 16). The Clerk and Responsible Finance Officer, advised in his report that this budget should not be increased and indeed there was probably a case for the budget being set at no more than £50,000 given the Council's other priorities.

Councillor Ashworth proposed and seconded by Councillor Dennison:

"That the Council's provisional budget for Festivals and Events in 2018/19 be set at £50,000."

At the request of two members a recorded vote was taken:

For the proposal: Councillors Ashworth, Burns and Dennison (3)

Against the proposal: Councillors Clifford, Hughes and Hutton (3)

Using his casting vote the Chairman voted against the proposals and the proposal was therefore lost.

It was further proposed by Councillor Hughes and seconded by Councillor Clifford:

"That the Council's provisional budget for Festivals and Events in 2018/19 be set at £55,000."

At the request of two members a recorded vote was taken:

For the proposal: Councillors Clifford, Hughes and Hutton (3)

Against the proposal: Councillors Ashworth, Burns and Dennison (3)

Using his casting vote the Chairman voted for the proposal and the proposal was therefore carried.

Resolved:

That Council be recommended to:

- (1) **Set a provisional Festivals and Events budget for 2018/19 of £55,000.00.**
- (2) **Increase the Elections budget for 2017/18 to £12,000, with the additional amount being taken from the unallocated balances.**
- (3) **Replace the toilet roll holders within the Dome Toilets with jumbo toilet rolls in time for spring 2018 and the Clerk be authorised to seek quotations, with the cost being funded from the Toilet Management budget.**
- (4) **Authorise the Clerk to seek quotations for the Cleaning and Sanitary contracts in 2018.**
- (5) **Authorise the Clerk to produce three newsletters per annum with the first being published prior to Christmas 2017 and which would be delivered to every household, and this to be funded via advertising space being sold in the Newsletter.**
- (6) **Authorise the Clerk to seek quotations for the newsletters to be delivered by a Distribution Company without any other leaflets/publications.**

16. Reserves Policy

The last meeting of the Council agreed that the Council develops a Reserves Policy in response to comments made in the Internal Audit report.

A draft Reserves Policy had been drafted and was considered by the Committee.

The draft Policy complied with current legislation and a copy was forwarded to the Internal Auditor for comment.

The Internal Auditor had commented by way of email to the Clerk on 30th August, 2017 as follows:

“I’ve read through your policy document and it is a very good basis to underpin the level of reserves. The present level of reserves (after accounting for earmarked reserves) is satisfactory at 17 weeks of expenditure. There is no need to move to a higher level of reserves (ideally about 26 weeks of expenditure) immediately. I would be looking for a medium term improvement over certainly five years, so that there is no rapid increase to the level of precept, but rather a smooth change, such that any change is consistent with desired levels of service provision, but sufficient to make small increases to the level of reserves over time.”

The Committee expressed concern that that the requirements of the Internal Auditor would be difficult to achieve and that the prime risk for the Council was to cover staff costs for a period of six months. It was suggested that the concerns of the Committee be discussed with the Internal Auditor at the half year review meeting in October and that members of this Committee be invited to attend along with the Clerk.

Resolved:

That Council be recommended to defer agreement of the Reserves Policy until discussions had taken place with the Internal Auditor in October, and that it be further considered at the next meeting of the Committee on 6th November, 2017

17. Renewal of Insurance Policy 2017/18

The Town Council currently holds insurance to cover all aspects of its work. The current policy with Zurich cost £543.66 which included all items on the Asset Register.

The current policy expires at the end of September and the Council had set aside a budget of £700 for Insurance in the 2017/18 Budget.

The Clerk had sought renewal quotations from three companies who provide insurance for Parish and Town Councils:

Quotes had been received and these were detailed in the report although a quotation was still awaited from AON.

Zurich - Quotation £727.74

Norris and Fisher Insurance Brokers – Quotation £1,063.45

Resolved:

That Council be recommended to:

- (1) Approve the quotation of Zurich for the sum set out above (£727.74) unless AON provided a quotation of better value and equal cover to that of the quotation from Zurich.**
- (2) Request the Clerk to obtain a quotation from the Council's Insurance provider for 2017/18 for Consequential Insurance to support the Council's forthcoming Reserves Policy.**

18. Noticeboards

The Committee were reminded that Council on 20th July resolved the following:

“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.”

With regard to the cost of purchasing additional noticeboards, a board very similar to all seven current boards would cost approximately £458.00 plus fitting.

The board currently situated on the railings outside Bare Quality Carers on Lancaster Road was now situated within the newly created Lowlands Road Ward, albeit at the extreme southern end of the ward and away from all the residences within the ward.

Given the decision of Council it was suggested that a more appropriate position would be adjacent to the Asda on Lancaster Road as this would be at a point where the three newly created wards Out Moss Lane, Lowlands Road and Bare South West all meet, with the first two wards being very small in terms of population.

This site would also be highly visible due to the high usage of the Asda store.

Asda had been formerly asked if a noticeboard could be positioned outside their store. A response was still awaited.

If both Asda and the Council agreed to this position, it would be possible to move the board outside Bare Quality Carers to this new position.

At the last meeting, some members expressed their concern at the content displayed on the boards and though more use could be made, the Council must ensure that all notices displayed are appropriate and it should not give priority to one organisation over another. It is therefore suggested that the Council reviews its position with regard to the content of the noticeboards.

Currently notices of meetings are posted, any consultations being undertaken by the Council, details of grants being offered by the Council, events in the town and a notice outlining how to contact the Town Council and the Councillors for the areas the noticeboard is within. From time to time notices are displayed at the request of Lancaster City Council i.e. regarding Local Plan consultations etc.

That Council be recommended to:

- (1) To relocate the noticeboard outside Bare Quality Carers to outside the Asda store on Lancaster Road subject to approval from Asda, and that if approval was not forthcoming an alternative site within the vicinity of Asda be sought.**
- (2) Agree that noticeboard content remains at official notices of the Town Council, details of Town Council projects, details of events, notices of grants available and details of ASB management and reporting etc.**

----- Chairman

The meeting closed at 8.45 p.m.

Appendix A: Schedule of Payments and Receipts – 1st July to 5th September, 2017

Payments

Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Station Grant	101176	Welcome to Morecambe Sign	Kate Drummond	2,245.00	0.00	2,245.00
Morecambe in Bloom	101189	Plants and Soil - Victoria Planters	Michael Moorhouse	320.00	0.00	320.00
Community Grants	101190	Grant - 3rd Morecambe Scout Group	Purely Outdoors	416.07	83.93	500.00
Morecambe in Bloom	101191	Refreshments - NWIB Judges Day	Sunflowers	24.75	0.00	24.75
Hire of Rooms (Meetings)	101193	Hire of Council Chamber	Lancaster City Council	261.00	0.00	261.00
Postage, Printing and Stationery	101193	Postal Charges	Lancaster City Council	52.75	6.38	59.13
Salaries	Direct Debit	Pension Contributions	Morecambe Town Council	581.56	0.00	581.56
Bank Charges	Direct Debit	Bank Charges	Morecambe Town Council	18.38	0.00	18.38
Salaries	Direct Debit	Salaries	Morecambe Town Council	2,798.47	0.00	2,798.47
SpID	101193	Training for SPID	Lancaster City Council	75.25	3.45	78.70
Photocopier Charges	Direct Debit	Photocopier Hire	MB Digital	22.00	4.40	26.40

Toilets Refurbishment	101197	Toilet Refurbishment - Payment 2	SR Brown LTD	214.82	0.00	214.82
Accountancy and Audit	101195	Internal Audit	Yorkshire Internal Audit Services	330.00	0.00	330.00
Training	101196	Member Training	SLCC	175.00	35.00	210.00
Community Grants	101198	Grant - 3rd Morecambe Scout Group	Purely Outdoors	3.60	0.00	3.60
Community Events – S137	101199	Card for Carnival Float	Stationary 4 Less	8.25	1.65	9.90
Community Events – S137	101199	Wallpaper and Glue - Carnival Float	Homemakers	23.30	4.66	27.96
Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Section 137 Expenditure	101200	Frames - Community Awards	Preduncalate LTD	83.80	16.74	100.54
Section 137 Expenditure	101202	Armed Forces Weekend 2017	Lancaster Military Heritgae Group	1,000.00	0.00	1,000.00
Environmental Enforcement Officer	101201	Environmental Enforcement Officer Uniform	Uniform and Leisureware Company	50.94	0.00	50.94
Telephone	Direct Debit	Telephone Bill	Talk Talk Business	31.99	6.40	38.39
Salaries	Direct Debit	Pension Contributions	Morecambe Town Council	1,153.96	0.00	1,153.96
Bank Charges	Direct Debit	Bank Charges	Morecambe Town Council	20.46	0.00	20.46

Salaries	Direct Debit	Salaries	Morecambe Town Council	2,798.47	0.00	2,798.47
Postage, Printing and Stationery	101205	Stationary	Poundland	5.00	1.00	6.00
Morecambe in Bloom	101205	Card for Certificates	Stationary 4 Less	16.24	3.25	19.49
Section 137 Expenditure	101205	Card for Certificates	Ebay	7.49	0.00	7.49
SpiD	101206	SpiD	CA Traffic Ltd	2,428.00	485.60	2,913.60
Town Council Office Rent	101207	Office Rent	Lancaster City Council	962.50	0.00	962.50
Photocopier Charges	Direct Debit	Photocopier Hire	MB Digital	22.00	4.40	26.40
Totals				16,151.05	656.86	16,807.91

Festivals Budget Expenditure (11th July to 5th September, 2017)

Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Festivals	101199	Festivals - social media advertising	Facebook	29.04	0	29.04
Festivals	101204	One Man Band Shebang	More Music	2,000.00	0	2,000.00
Totals				2,029.04	0	2,029.04

Portas Expenditure (11th July to 5th September, 2017)

Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Portas Town Team	101203	Street Art - Artist Fee	Electric Angel Design	750.00	150.00	900.00
Totals				750.00	150.00	900.00

Receipts (11th July to 5th September, 2017)

Date	Description	Amount (£)
12/07/2017	Toilet Income	63.40
28/07/2017	Toilet Income	22.70
26/07/2017	Bank Interest	32.96
24/07/2017	Town Team Website	117.00
04/08/2017	Toilet Income	32.80
11/08/2017	Toilet Income	29.60
17/08/2017	Toilet Income	76.10
21/08/2017	Toilet Income	98.60
26/08/2017	Bank Interest	32.75
31/08/2017	Toilet Income	75.90
05/09/2017	Toilet Income	27.80
	Total	609.61

Appendix B: Budget 2017/18 – Position at 5th September 2017

Budget Head	Income (£)	Budget (£)	Expenditure (£)
Annual Precept	186,415.69	-	-
Salaries		50,800.00	19,794.22
Town Council Office Rent		3,850.00	1,925.00
Photocopier Charges		1,500.00	628.23
Hire of Rooms (Meetings)		1,100.00	261.00
Subscriptions		700.00	585.00
Telephone		460.00	125.43
Postage, Printing and Stationery		600.00	184.25
Accountancy and Audit		1500.00	660.00
Insurance		700.00	0
Website		300.00	150.00
Legal Expenses		500.00	0
Training		1,000.00	175.00
Festivals	149.76	55,000.00	17,731.06
Community Grants	333.00	6,496.25	1,752.96
Community Centre and Town Council Office Funds		55,000.00	0
Section 137 Expenditure		1,600.00	1,172.84
By-Election Fund		6,000.00	0
Bank Interest	165.59	-	-
Bank Charges		240.00	79.94
Portas Town Team	117.00	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	918.33
Budget Head	Income (£)	Budget (£)	Expenditure (£)

Community Events		500.00	0
Toilets Refurbishment		12,844.50	12,836.97
Toilets Management	525.30	9,000.00	2,865.90
Asset Replacement Fund		9,000.00	0
Environmental Enforcement Officer		12,000.00	50.94
Anti-Social Behaviour Officer		14,000.00	0
SpID		3,750.00	2,503.25
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	750.00
Poulton Residents Association	527.67	527.67	0
Morecambe Station Grant	3,245.00	3,245.00	2,245.00
Totals	194,724.01	300,333.54	68,824.79

Appendix C: Bank Reconciliation produced by the Council's (Scribe) Accounting System as at 5th September 2017

5 September 2017 (2017-2018)

Bank Reconciliation at 05/09/2017			
Cash in Hand 01/04/2017			128,334.29
ADD			
Receipts 01/04/2017 - 05/09/2017			198,844.03
			327,178.32
SUBTRACT			
Payments 01/04/2017 - 05/09/2017			74,977.60
A	Cash in Hand 05/09/2017 252,200.72		
	(per Cash Book)		
Cash in hand per Bank Statements			
	Cash	05/09/2017	0.00
	HSBC main	05/09/2017	261,858.34
			261,858.34
	Less unrepresented cheques		
	As attached		9,657.62
			252,200.72
	Plus unrepresented receipts		
	As attached		0.00
B	Adjusted Bank Balance 252,200.72		

A = B Checks out OK

MORECAMBE TOWN COUNCIL

Minutes from the Festivals and Events Committee Meeting held at 2.30 pm on Wednesday 13th September, 2017

Councillors Present: J. Ashworth, I. Clift, C. Cozler, P. Heath, T. Metcalfe, M. Pattison and J. Pilling

Also in attendance:

Staff: A. Fawcett (Assistant Clerk) and D. Croxall (Clerk to the Council) (Minutes 1 to 4 only).

Co-opted (Non Voting): Mr J. O'Neill (Morecambe BID) and Mr P. Bury (Lothersdale Hotel)

1. Appointment of Chairman

Resolved:

That Councillor Metcalfe be appointed Chairman of the Festivals and Events Committee until the Annual Council Meeting in May 2018.

3. Appointment of Vice Chairman

Resolved:

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

4. Apologies for Absence

Councillor G. Dennison

5. Declarations of Interest

Councillors Clift, Cozler, Metcalfe and Pattison declared personal interests in the application by the Promenade Concert Orchestra on the basis they were all members of the Labour Party as was the applicant.

Councillor Clift and Metcalfe declared a personal interest in the application by Splendid Day Out on the basis that they volunteered at the event.

Councillor Pattison declared a personal interest in the application by More Music in relation to the West End Festival on the basis that as a County Councillor she had awarded some of her Ward Councillor budget to the Festival.

6. Minutes of Meeting of Finance and Management Committee held on 9th March, 2017

Resolved:

That the minutes of the meeting of the Festivals and Events Committee held on 9th March, 2017 be signed as a correct record.

7. Festivals Funding 2018/19

The Council invited applications from festival organisers for funding in 2018/19, on the basis that the support of Festival and Events remained as one of the Council's core priorities.

The Committee were reminded that earlier this year the Council amended the decision making process to:

Adopt a two tier process for the decision making process via the Festivals and Events Committee and Council, with up to four external independent representatives being co-opted onto the Festivals and Events Committee when applicants are being interviewed, with a view to assisting with the interview process. The co-opted members would have no voting rights, but would appraise and score each application along with Festivals and Events Committee members, although only elected members would have the right to vote on any recommendations being agreed and submitted to Council.

Consequently, the previous external members of the Festivals Panel had been invited to attend this meeting in an advisory capacity.

For 2017/18 the Council agreed a budget for Festivals support of £55,000. The Finance and Management Committee at its meeting held on 11th September had recommended to Council that a provisional budget of £55,000.00 be set for the funding of Festivals and Events in 2018/19.

In making recommendations to Council, the Committee were reminded that if it wished to retain an amount for promotion as in the last two years this would need to be taken from the Festivals and Events budget.

Each applicant had been invited to the meeting. Following each interview, the committee scored the applications. The Highest possible mark for each application was 31. Application required a minimum score of 18 in order to be considered for festival funding.

The following applications were considered:

Number	Festival	Date of Festival	Amount Applied for (£)	Amount awarded 2017/18
1	Promenade Concert Orchestra	4 concerts: 20 May, 25 Nov, 27 Jan and 24 March	2,000.00	2,000.00
2	Lantern	5/12/2018	4,000.00	1,500.00
3	West End	14/7/2018	3,000.00	2,000.00
4	Catch the Wind	23 rd /24 th June, 2018	12,000.00	4,000.00
5	Make My Day	5/8/2018	3,500.00	3,000.00
6	NW Youth and Junior Women's Tour	28/5/2018 (in Morecambe)	3,000.00	New Application
7	Nice n Sleazy	24 th – 27 th May, 2018	4,000.00	3,500.00
8	Vintage	1 st /2 nd September, 2018	18,000.00	18,000.00
9	Splendid Day Out	1 st – 3 rd June, 2018	10,000.00	10,000.00
10	Morecambe Story Festival	20 th – 27 th March, 2018	5,300.00	New Application
11	Morecambe Comedy	6 th – 13 th July, 2018	2,450.00	New Application
12	Morecambe Fringe	31 st August – 9 September, 2018	9,950.00	New Application
13	Morecambe Christmas Fringe	10 th – 15 th December, 2018	5,300.00	New Application
	Total amount applied for:		82,500.00	

Resolved:**That Council be recommended to approve the following:**

Festival	Amount Applied for (£)	Average appraisal score	Recommended Award (£)	Conditions to be attached to Funding Award and/or Reasons for Award/Refusal
Promenade Concert Orchestra	2,000.00	16.2	0.00	This application did meet the minimum score of 18
Lantern	4,000.00	20.1	2,000.00	Although the Committee felt that the content and additions planned for the festival were well thought out, funding this festival to the full amount requested would mean that other good events for the town would not be funded.
West End	3,000.00	21.3	2,500.00	Although the Committee felt that the content and additions planned for the festival were well thought out, funding this festival to the full amount requested would mean that other good events for the town would not be funded.
Catch the Wind	12,000.00	24.7	4,000.00	Although the Committee felt that the content and additions planned for the festival were well thought out, funding this festival to the full amount requested would mean that other good events for the town would not be funded.
Make My Day	3,500.00	21.7	3,000.00	The Committee felt that the content of the Make My Day was extremely well thought out and planned, however, could not fund the event due to the high demand on festival funding this year.
NW Youth and Junior Women's Tour	3,000.00	22.4	3,000.00	The Committee agreed that this event would bring lots of positivity and would contribute to health and wellbeing especially amongst the younger residents.

Nice n Sleazy	4,000.00	24.7	3,000.00	Although the Committee felt that the content and additions planned for the festival were well thought out, funding this festival to the full amount requested would mean that other good events for the town would not be funded.
Vintage	18,000.00	22	16,000.00	Due to the increasing demand on festival funding from the Council the festival organisers be informed that it is becoming extremely difficult to fund the Vintage festival at this level year on year. Therefore, the organisers would need to seek sponsorship from other organisations.
Splendid Day Out	10,000.00	15.2	0.00	This application did meet the minimum score of 18
Morecambe Story Festival	5,300.00	23	£16,500.00	Subject to the funding be a contribution to all four events. How this was divided was to be decided by festival the organisers.
Morecambe Comedy	2,450.00	23		
Morecambe Fringe	9,950.00	23		
Morecambe Christmas Fringe	5,300.00	23		
Publicity	5,000.00		5,000.00	Towards publicity of Morecambe's events

Chairman

The meeting closed at 8.25 p.m.