

MORECAMBE TOWN COUNCIL

10th November, 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 16th November, 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 21st September, 2017 (pages 2 – 14)

MEETING TO ADJOURNED AT THIS POINT

4. Public Participation

Opportunity for members of the public to address Council regarding items on the Agenda for up to three minutes

MEETING RECONVENED

5. Planning, Development and Environment Committees – 2nd October and 8th November, 2017

To receive the minutes of the Planning Development and Environment Committee from its meetings held on 2nd October and 8th November, 2017 (pages 15 to 27 of supporting papers pack) and to consider recommendations made in respect of the following items:

2nd October (pages 15 to 20)

- (a) Minute No. 31 – Fly Tipping and Community Improvement Fund (pages 15 to 16 of supporting papers pack).
- (b) Minute No. 32 – Planning Applications (pages 17 to 18 of supporting papers pack).
- (c) Minute No. 33 – Morecambe in Bloom (page 18 to 20 of supporting papers pack).

8th November (pages 21 to 27)

- (a) Minute No. 37 – Planning Applications (pages 21 to 23 of supporting papers pack).
- (b) Minute No. 38 – Morecambe in Bloom (page 23 to 24 of supporting papers pack).
- (c) Minute No. 39 – Neighbourhood Plan (pages 24 to 25 of supporting papers pack).
- (d) Minute No. 40 – Community Improvement Fund (pages 25 to 26 of supporting papers pack).

6. Finance and Management Committee – 6th November, 2017

To receive the minutes of the Finance and Management Committee from its meeting held on 6th November 2017 (pages 28 to 41 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 23 – Payments and Receipts Schedule (page 28 and 35 to 39 of supporting papers pack)
- (b) Minute No. 24 – Budget 2017/18 Update (pages 28 to 32 and 40 to 42 of supporting papers pack)
- (c) Minute No. 25 - External Audit Report (page 32 of supporting papers pack)
- (d) Minute No. 26 – Budget 2018/19 and Review of Strategic Vision (pages 32 to 34 and 43 to 49 and of supporting papers pack)

7. Community Engagement and Grants Committee – 7th November, 2017

To receive the minutes of the Festivals and Events Committee from its meeting held on 7th November, 2017, (pages 50 to 52 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 13 – Allocation of Grants (pages 50 to 52 of supporting papers pack)
- (b) Minute No. 14 – Community Engagement (page 52 of supporting papers pack)

8. Community Safety Committee – 9th November, 2017

To receive the minutes of the Community Safety Committee from its meeting held on 9th November, 2017 (pages 53 to 56 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 9 – Anti Social Behaviour (page 53 to 55 of supporting papers pack)
- (b) Minute No.10 – Issues Raised by Councillors (pages 55 to 56 of supporting papers pack)
- (c) Minute No. 11 – Environmental Enforcement Officer (page 56 of supporting papers pack).

9. Exclusion of Press and Public

The Council is recommended to pass the following recommendation in relation to the following item:

“That, in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraph 1 of Schedule 12A of that Act.”

Members are reminded that, whilst the following item has been marked as exempt, it is for the Council itself to decide whether to consider it in private or in public. In making the decision, Members should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972, and should balance the interests of individuals and the Council itself in having access to information.

10. Staffing Issues and Freedom of Information Requests

A report to be circulated at the meeting.

11. Date of Next Meeting – Thursday 18th January 2018 at Morecambe Town Hall commencing at 7pm



David Croxall
Clerk to the Council
10th November, 2017

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 16th November 2017, at 7.00 p.m. at Morecambe Town Hall

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

Officers in Attendance:

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

41. Apologies for Absence

Councillors T. Anderson, A. Ashworth, J. Ashworth, S. Burns, L. Davies, G. Dennison and P. Heath

42. Declarations of Interests

Councillors Clift and Cozler and declared a personal interest in Minute No. 45 as they were all members or a substitute member (Councillor Pattison) of the Lancaster City Council Planning Committee.

Councillors Bates and Janice Hanson declared a personal interest in Minute No. 45 in so far as it related to the preparation of the Neighbourhood Plan as members of Morecambe BID who would be represented on the Neighbourhood Plan Steering Group as they were board members of Morecambe BID.

43. Minutes of Meeting held on 21st September 2017

The Council considered the Minutes of the Meeting of the Town Council held on 21st September 2017.

Resolved:

That the minutes of the meeting of Council held on 21st September 2017 be signed as a correct record

At this point the meeting adjourned to allow public participation

44. Public Participation

Three members of the public addressed the Council:

Mr Harrison

Mr Harrison highlighted concerns regarding crime and anti social behaviour levels in the West End of Morecambe and gave the Chairman of the Council's Community Safety Committee several letters outlining the concerns of residents about the apparent lack of action by the Police.

Mr Barber

Mr Barber outlined his dissatisfaction with the response from the Chairman regarding his address to Council on 18th May, 2017. During his address on 18th May, Mr Barber had stated that Mrs Barber had resigned from the Council and that this should have been included in the minutes.

Mr Williams

Mr Williams raised several concerns and issues:

- Items 9 and 10 on the agenda in respect of Staffing issues and Freedom of Information. It was bad practise to circulate reports to members at the meeting and to consider after excluding the press and public. He was also concerned that the Council had breached the provisions of the Freedom of Information Act on two occasions and stated that the Council would be in serious trouble with the Information Commissioner if such breaches continued.
- The Council should consider the minutes of the Planning Committee held on 3rd October 2016 in respect of the Broadway Hotel planning application.
- How many fixed penalty notices had the Environmental Enforcement Officer issued and what were his hours of work in Morecambe?
- Regarding the payment in respect of the Make My Day Festival Grant, the payment schedule stated the supplier to be "Make My Day" – why was this not a Company name?

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

Councillors Clift and Cozler left the meeting at this point as they had declared an interest in the whole of the Planning Committee item (Minute No. 45).

45. Planning Development and Environment Committee

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 2nd October and 8th November 2017 and considered its recommendations in respect of the following items:

2nd October, 2017

- (a) Fly Tipping and Community Improvement Fund
- (b) Planning Applications
- (c) Morecambe in Bloom

8th November, 2017

- (a) Planning Applications
- (b) Morecambe in Bloom
- (c) Neighbourhood Plan
- (d) Community Improvement Fund

Resolved:

(1) That regarding fly tipping and the Community Improvement Fund:

- (a) The Council thanks Mr Davies of Lancaster City Council for attending the meeting of the Planning Development and Environment Committee held on 2nd October 2017;
- (b) Councillors be requested to submit their suggestions for fly tipping hot spot areas where the City Council's mobile cameras should be deployed;
- (c) Councillors be requested for their views on the use of large bins on key streets to help tackle the problem of rubbish being left out by residents and for any other suggestions on alternative ways of operating that could be considered by the City Council in its review referred to by Mr Davies; and
- (d) To note that the City Council would be preparing a report on its proposals in respect of the suggestions submitted for the Community Improvement Fund, and that the report be further considered by Council when received before any further decision were taken in respect of the use of the Community Improvement Fund.

(2) That regarding Planning Applications:

- (a) The following concerns in respect of Planning Application No. 17/01052/FUL for the change of use from single dwelling house (C3) to 4 self contained flats (C3) with associated landscaping works to front yard at 80 Sandylands Promenade be submitted to Lancaster City Council:
 - The Town Council remained concerned that this proposal could result in further absentee landlords, which could lead to various social problems in the future;
 - To request that the City Council via the planning process to provide reassurance that the property would be properly maintained after completion; and
 - Requests that the City Council ensures via the Planning process that the properties would be regulated appropriately
- (b) The following objections in respect of Planning Application No. 17/01205/CU re: Retrospective application for the change of use from a dwelling (C3) to a residential institution (C2) for 3 young persons in receipt of care at 20 Warley Drive, Morecambe be submitted to Lancaster City Council and to request the City Councillor for the Torrisholme Ward to refer the matter to the City Council's Planning Committee for determination:
 - The Town Council remains very concerned that this was a retrospective application and was insensitive to the local neighbourhood and therefore believed the application to be inappropriate and should be refused for the following reasons:
 - The application makes no statement or consideration of the City Council's Policy requiring the prevention of nuisance to adjoining properties;

- Given the nature of resident complaints there should be a management plan to deal with these unsatisfactory issues – there was no evidence of such a Plan being in place;
 - The Town Council understands the Police had been called on several occasions to the address, which raised concerns around the lack of effective management. No significant Management Plan was in place to ensure neighbours were not disturbed; and
 - There was no satisfactory sound proofing/insulation in place at the property or plans to do so within the application.
- (c) That the following objections to Planning Application No. 17/01200/FUL for the demolition of existing conservatory and garage and erection of a single storey rear extension at 11 Selside Drive, Morecambe be submitted to Lancaster City Council:
- The Town Council notes the concerns of residents and requests Lancaster City Council to consider the effect of the proposed development on the local townscape and intrusiveness of the proposed development on the local neighbourhood.
- (d) That no comments be made in respect of the other applications considered by the Planning Development and Environment Committee at its meetings held on 2nd October and 8th November 2017.
- (e) That the position regarding how the Broadway Hotel application had been dealt with be noted and that procedures be implemented to ensure this situation could not occur in the future.
- (3) That a Planning Enforcement Officer for Lancaster City Council be invited to a future meeting of the Planning, Development and Environment Committee to discuss the Council's concerns regarding the enforcement of planning regulations and conditions included on Planning Decision notices and issues where no planning permission had been obtained.
- (4) That regarding Morecambe in Bloom:
- (a) The Council agreed to work with Morecambe BID further with a view to focusing on two central streets within town becoming more involved in Morecambe in Bloom.
 - (b) The Council moves towards the production of a list of projects and a volunteer/community group database with a view to enhancing Morecambe in Bloom.
 - (c) The Council agreed that seeds, bulbs and equipment to a maximum value of £25 per school be purchased and presented to all schools who had entered the Morecambe in Bloom 2017 to be funded from the Morecambe in Bloom budget.
 - (d) The Council noted the Committee's decisions in respect of the following which took place at the Morecambe in Bloom Presentation Night on 6th October:

- Three tickets for the NW in Bloom ceremony to be purchased, with one member of staff to attend together with two residents, the winners of the Business and Resident's overall trophy respectively.
 - The Morecambe in Bloom Chairman's Trophy be awarded to Regent Park Café/Bowls as recommended by the Judges for the Community and Business Categories.
- (e) The Council noted the attainment of gold medal status for the town with pleasure and thanked all those involved in helping Morecambe to achieve Gold medal status in North West in Bloom 2017.
- (f) The Council agreed that the focus of the Council's vision should be to work with all partners, stakeholders and residents to improve year on year the appearance of the town.
- (g) The Council agreed that the Morecambe in Bloom themed category for 2018 to be "Commemorating the Centenary of the end of World War One".
- (h) The Clerk to engage as many community groups as possible with the view to several community projects taking place in the town to commemorate the centenary of the end of WW1, including the creation of commemorative flower beds, and to engage the local Air Cadets in a flower bed project to commemorate the centenary of the formation of the Royal Air Force.
- (5) That the Council notes the progress regarding the Neighbourhood Plan as set out in the minutes of the meeting of the Planning Development and Environment Committee held on 8th November 2017.
- (6) That in respect of the Community Improvement Fund:
- (a) The City Council be thanked for their response and that the Town Council monitors the progress by the City Council on the actions they propose to take;
 - (b) The Council notes the position about the alleyway between B and M Bargains and DK Warehouse and requests the City Council Planning Department to consider taking appropriate enforcement action against the owner of the alleyway; and
 - (c) The Council agreed to use the Community Improvement Fund to support community projects within Morecambe in Bloom 2018.

Councillors Clift and Cozler returned to the meeting at this point.

46. Finance and Management Committee

The Council received the minutes of the Finance and Management Committee from its meeting held on 6th November 2017 and considered its recommendations in respect of the following items:

- (a) Payments and Receipts Schedule
- (b) Budget 2017/18 Update
- (c) External Audit Report

(d) Budget 2018/19 and Review of Strategic Vision

Resolved:

- (1) That the Payment and Receipts Schedule for the period 6th September to 31st October 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 31st October 2017 as submitted by the Finance and Management Committee be noted.
- (3) That Phase 1 of the War Memorial redevelopment be instigated as soon as practicable and to include the works to repair the Memorial itself, with a funding application being submitted to the War Memorials Trust, with the package of works for Phase One to be approximately £40,000 in value in order to try and obtain the maximum funding of £30,000 from the War Memorials Trust who potentially would fund up to 75% of a project.
- (4) That Lancaster City Council be requested to contribute towards the first Phase of the refurbishment works as landowners on the basis that the Town Council did not believe as landowner the City Council had spent much on the upkeep of the Memorial in recent years.
- (5) That the Clerk organises the replacement of the coin box at the toilets which had been stolen, with a view to sourcing a different type of machine if that would be more secure and that the replacement machine be not put in place until just prior to the reopening of the toilets in the spring of 2018.
- (6) That the unallocated balances totalling £19,000 be included in a fund entitled Growth Reserve Fund.
- (7) Agree that further discussions take place with the Internal Auditor regarding the recommendations made to the Council in the Internal Audit report in respect of the value of Council reserves.
- (8) That the quotation from Bucket and Spade to produce the newsletter be approved and that the Clerk works towards the first newsletter being published in January 2018.
- (9) That the funds of the former Poulton residents Association be used to purchase two signs advertising Morecambe's success as Gold medal winners in North West in Bloom 2017, on the basis that Poulton Ward had contributed heavily to this achievement and to publicise this considerable achievement to visitors and residents alike, with signs being located on the Welcome to Morecambe Signs at the Shrimp roundabout and on Coastal Road on the approach from Hest Bank.
- (10) That the comments made by the External Auditor in the External letter 2016/17 letter be noted, and that the Clerk ensures that the two technical issues raised do not occur in the future.
- (11) That the audited Annual Return 2016/17 be approved and displayed on the Council's website.
- (12) That regarding the preparation of the budget for 2018/19 the Council works towards considering a draft budget at its meeting to be held on 18th January 2018 and that all members, Groups and Committee be requested to make their budgetary suggestions known to the Clerk no later than Friday 22nd December, to allow any suggestions to be fully costed and considered by the Finance and Management Committee at its meeting to be held on 8th January 2018.

(13) That the Council's priorities 2016-19 as set out in paragraph 7 of the Strategic Vision be amended as follows:

- Deletion of No. 3 re Happy Mount Park
- Amend No. 4 re War Memorial to read:

"Phased Improvements to the Morecambe War Memorial and Gardens Area"

- Amend No. 7 re Neighbourhood Plan to read:

"Aim to complete a Neighbourhood Plan in partnerships with the local community by July 2018"

- Delete No. 9 re Youth Council
- Amend No. 10 re Litter picks to read:

"Work with the local community including Morecambe Bay Partnership to organise litter picks within Morecambe as often as possible."

- Amend No. 13 re Community Garden share scheme to read:

"Support partners to set up a Community Garden share scheme."

- Amend No. 18 re Christmas Lights to read:

"To work in partnership with the City Council and local Business Community to enhance Morecambe's Christmas Lights provision."

47. Community Engagement and Grants Committee

The Council received the minutes of the Community Engagement and Grants Committee from its meeting held on 7th November 2017 and considered its recommendations in respect of the following items:

- (a) Allocation of Grants
- (b) Community Engagement

Resolved:

(1) That the following funding allocations be approved as set out in the table below:

Name of Organisation/Group	Reason for Application	Amount to be Awarded	Power Allowing Council to Fund
Northern Angelz	To contribute towards the cost providing free fitness classes, running clubs and gym workout sessions for those who suffer from low self-esteem. The classes/clubs are aimed at anyone who is suffering from isolation and any addiction from chocolate to illegal drugs.	500.00	Local Government Act 1972 (section 137)

Name of Organisation/Group	Reason for Application	Amount to be Awarded	Power Allowing Council to Fund
Lancaster and Morecambe Deaf Children's Society	To contribute towards, room hire, books and toys, publicity, refreshments in order for the society to continue supporting deaf children and their families.	500.00	Local Government Act 1972 (section 137)
LGBT Out in the Bay	To pay towards the volunteering costs for travel expenses in order for the Organisation to continue its services.	500.00	Local Government Act 1972 (section 137)
	Total Awarded	1,500	

(2) That the following funding applications be refused on the basis that they did not meet the minimum score of 20 as set by Council:

- Bare Necessities
- Morecambe Ladies Football Club (juniors)
- Greenfingers Community Allotment
- Lancashire Community Finance Trust
- The Birchall Trust
- Westgate Cricket Club
- Pebbleart

(3) That the remaining £1,500 in the Community Grants budget 2017/18 be carried forward to into the 2018/19 Budget for the allocation of Grants.

(4) That to ensure the criteria and application process for the allocation of grants was robust, the Assistant Clerk undertakes a review of the criteria and for this to be considered at the next Community Engagement and Grants Sub Committee meeting.

(5) That a provisional date for the Fun Run to assist the fundraising for the Time and Tide Bell in Spring 2018 be approved subject to the Time and Tide Bell being granted a Maritime Licence.

48. Community Safety Committee

The Council received the minutes of the Community Safety Committee from its meeting held on 9th November 2017 and considered its recommendations in respect of the following items:

- (a) Anti Social Behaviour
- (b) Issues Raised by Councillors

- (c) Environmental Enforcement Officer

Resolved:

- (1) That the progress being made in establishing the ASB Team as outlined in the minutes of the meeting of the Community Safety Committee be welcomed and that Mr Tagg be thanked for attending and updating the Committee on progress.
- (2) That the Finance and Management Committee be requested to include a sum of £5,000 in the 2018/19 budget to fund an appropriate Anti Social Behaviour intervention project.
- (3) That the Clerk writes to Lancashire Constabulary and the Highways Authority about the following concerns raised by Councillors:
 - (a) Motor bikes on cycle track
 - (b) Speeding around Trimpell area
 - (c) Speeding around Westgate
 - (d) Resident's concerns over parking on both sides of the road on Glentworth Road East, Westgate and surrounding roads
 - (e) Residents' concerns over parking on both sides of the road on St. Anne's Avenue, Morecambe
- (4) That the Clerk writes to the Chief Constable and the Police and Crime Commissioner requesting a meeting to discuss the Council's and resident concerns in respect of crime levels within Morecambe and the action being taken to tackle crime within Morecambe.
- (5) That the Clerk writes to the County Council about the Northgate situation to ascertain when resources would become available and when enforcement action would be taking place.
- (6) That the relevant Lancaster City Council Housing officers be invited to the next meeting of the Community Safety Committee to discuss the City Council policies for allocating properties to new tenants.
- (7) That regarding the Environmental Enforcement Officer the report of the Community Safety Committee be noted and that during times when there were few complaints to investigate the Environmental Enforcement Officer's work to be targeted at known hotspot areas within the town.

49. Exclusion of Press and Public

Resolved:

That, in accordance with Section 100A (4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraph 1 of Schedule 12A of that Act."

(Councillor Dennison abstained on the vote to exclude the press and public)

50. Staffing Issues and Freedom of Information

The Clerk submitted a report regarding how the Council dealt with Freedom of Information requests.

During the debate several Councillors highlighted concerns regarding the Council's current public participation policy.

Resolved:

- (1) That the Clerk seeks legal advice regarding how the Council deals with Freedom of Information requests.
- (2) That the Clerk arranges appropriate training for members of staff regarding the Freedom of Information Act, to be funded from the Training budget.
- (3) That Council reviews the public participation policy at its meeting on 18th January 2018.

51. Date of Next Meeting

Thursday 18th January 2018 at Morecambe Town Hall commencing at 7 p.m.

The meeting ended at 9.45 p.m.

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Chairman

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

21st November 2017

MORECAMBE TOWN COUNCIL

16th November, 2017

SUPPORTING PAPERS

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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

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Monday 2nd October, 2017

Councillors Present: D. Whitaker (Chairman), John Hanson, P. Heath and L. Page

Officers in attendance – David Croxall (Clerk)

28. Apologies for Absence

Councillors J. Bates, G. Dennison and M. Pattison

29. Declarations of Interest

There were no Declarations of Interest

30. Minutes of Meeting of Planning Development and Environment Committee held on 4th September 2017

Resolved:

That the minutes of the Planning Development and Environment Committee held on 4th September 2017, be signed as a correct record.

31. Fly Tipping and Community Improvement Fund

Mr Davies, Chief Officer (Environment) at Lancaster City Council attended the meeting to answer questions regarding concerns in respect of fly tipping and the ideas put forward by the public regarding the Town Council's Community Improvement Fund.

Regarding fly tipping, Mr Davies outlined that the City Council spent £1.6m on street cleansing and £1.4m on grounds maintenance per annum throughout the whole City Council area.

To undertake this role the City Council employed 32 full time equivalent staff and 15 seasonal staff.

Fly tipping in Morecambe was a big problem with the issue being exasperated by the number of people who put their rubbish out on the wrong day.

To combat this problem, the City Council deployed daily operatives within Morecambe particularly the West End and Poulton wards, together with a team dealing with hot spot areas.

The City Council did collect evidence to allow enforcement action to be taken, and this was passed to the Enforcement Team when appropriate evidence was found.

In 2016, the City Council responded to 3,530 fly tipping incidents and spoke to many households and issued Section 46 Notices where appropriate.

There were currently two staff within the Enforcement Team although this would soon be merged into the Environmental Health's Anti Social Behaviour Team, creating a larger team, with a focus on trying to alter the behaviour of residents.

Four mobile CCTV cameras had been purchased, and these would be used in hot spot areas and those reported by the residents, to gain evidence.

Three cameras would be trialled within Morecambe in the coming weeks.

Finally, Mr Davies indicated that the City Council was undertaking a thorough review of its processes as in some areas it appeared that current practises were not working effectively. It was feasible that the review could suggest that alternative methods were required to those currently being employed, i.e. the use of large community bins on problem streets etc.

Councillors asked if the Town Council could forward details of problem areas to the City Council with a view to the mobile cameras being deployed. Members also asked if the large bins could be provided as it was believed that these would significantly help to reduce the problem.

Mr Davies welcomed the Town Council suggesting sites for the mobile cameras to be deployed as well as welcoming the Council's stance on a recent planning application, as he believed more support was required from the planning system to assist in reducing this problem.

The Town Council had invited suggestions from residents on the use of the Town Council's Community Improvement Fund. Several suggestions had been received, although the Council remained concerned that all the suggestions should or could be undertaken by the City Council. Mr Davies agreed that the City Council would visit each site and prepare a report for the Town Council on what action the City Council proposed to take.

Resolved:

That Council be recommended to:

- (1) To thank Mr Davies for attending the meeting;**
- (2) To request Councillors to submit their suggestions for fly tipping hot spot areas where the City Council's mobile cameras should be deployed;**
- (3) To request Councillors for their views on the use of large bins on key streets to help tackle the problem of rubbish being left out by residents and for any other suggestions on alternative ways of operating that could be considered by the City Council in its review referred to by Mr Davies.**
- (4) To note that the City Council would be preparing a report on its proposals in respect of the suggestions submitted for the Community Improvement Fund, and that the report be further considered by Council when received before any further decision were taken in respect of the use of the Community Improvement Fund.**

32. 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 4th September 2017:

Application Number	Proposal Details	Site Address
17/01141/FUL	Erection of a part two storey part single storey side extension and a single storey rear extension	1 Burlington Grove, Morecambe
17/01161/FUL	Erection of three detached 2-storey dwellings, detached garage and associated access	Land Between 14 and 15 Betony, Morecambe
17/01100/CU	Change of use of first floor into bowling alley (D2), cafe (A3) and drinking establishment (A4)	Pleasureland, Marine Road Central, Morecambe
17/01090/FUL	Retrospective application for the retained change of use from retail (A1) to a one-bedroom flat (C3) and the installation of a replacement window to the front elevation	31 Claremont Road, Morecambe
17/01144/FUL	Erection of a single storey rear extension	11 Newlands Road, Morecambe
17/0133/TPO	Pruning works to horse chestnut tree	Rushley House, 327 Lancaster Road, Morecambe
17/0128/TCA	Removal of Sycamore tree	The Rectory, Church Walk, Morecambe
17/01011/FUL	Erection of a storage building (B8)	Elixir Garden Supplies Ltd, Unit 2 And 3, Anchor Buildings, 86 Westgate, Morecambe
17/01110/FUL	Erection of a single storey extension to the side and rear elevations	6 Pinewood Avenue, Morecambe
17/01052/FUL	Change of use from single dwelling house (C3) to 4 self contained flats (C3) with associated landscaping works to front yard	80 Sandylands Promenade, Heysham

Resolved:

That Council be recommended to:

- (1) To submit the following concerns in respect of Application No. 17/01052/FUL for the change of use from single dwelling house (C3) to 4 self contained flats (C3) with associated landscaping works to front yard at 80 Sandylands Promenade:**
 - **The Town Council remained concerned that this proposal could result in further absentee landlords, which could lead to various social problems in the future;**
 - **To request that the City Council via the planning process to provide reassurance that the property would be properly maintained after completion; and**
 - **Requests that the City Council ensures via the Planning process that the properties would be regulated appropriately**
- (2) Make no comments in respect of the other Planning Applications listed above.**
- (3) To invite a Planning Enforcement Officer for Lancaster City Council to a future meeting of the Planning, Development and Environment Committee to discuss the Council's concerns regarding the enforcement of planning regulations and conditions particularly at these types of properties.**

33. Morecambe in Bloom

The annual presentation night for Morecambe in Bloom took place on 6th October, with the North West in Bloom taking place in Southport on Friday 3rd November 2017.

These two events would complete the annual cycle for Morecambe in Bloom.

The purpose of the report was to commence a review of the process in preparation for 2018 with a view to determining how the Council evolves Morecambe in Bloom in 2018.

The following issues were considered:

(a) Marketing of Morecambe in Bloom

This year additional marketing was undertaken via the production of two banners which were sited around the town at various venues for the two months leading up to the closing date for entries.

Additional marketing also took place via an advertisement in the Local Choice Magazine.

Entries did increase although business entries were once again low. School entries increased slightly although one withdrew at the last minute. However, the number of entries gained from Local Choice probably did not match the investment it required.

The Council has recently agreed to publish three newsletters per annum and deliver these to every household. Therefore, instead of Local Choice, marketing of Morecambe in Bloom could be undertaken in this way and ensure every household has been contacted.

(b) Categories

The categories were slightly updated for 2017 with the resident and business categories being totally separated. This was an area which caused some concern as there were more categories for businesses than residents which potentially made it harder for residents to compete in the overall points trophy category.

Three new sponsors were recruited this year towards trophies as follows: Wright and Lord Solicitors, Ratcliffe and Bibby Solicitors and local businessman Asa Johnson.

(c) Judging

The judging of the competition remains a slight concern. It had been hoped that one judge from outside Morecambe could be utilised for all categories.

However, despite extensive efforts this was not possible in 2017, although a judge with suitable qualification from South Cumbria, who judged two of the Resident's categories.

(d) Working with the Community

For two years the Council had endeavoured to work with the local community to enhance Morecambe in Bloom and additional projects within the town which compliment both Morecambe in Bloom and NW in Bloom e.g. flower beds on the station and a new raised bed area on Victoria Street.

(e) Community Volunteer Group

The Group was still quite small and there were concerns that the continuation of the Group in its current form was not sustainable. In other towns, similar groups exist, and these undertake projects such as planting of bedding plants and spring bulbs, litter picks and even watering/maintaining hanging baskets in the town.

There is no reason why this could not happen in Morecambe. However, despite various forms of marketing and engagement the Group had not grown.

One possibility would be to move away from a Group and organise events/projects whilst at the same time attempting to establish a volunteering database of groups and individuals?

Despite the additional marketing very few businesses entered. The Council contributed to a scheme in partnership with Morecambe BID and the City Council to supply 50 hanging baskets at businesses on the Promenade.

There were no entries in the Best shopping street category.

The Clerk sought the Committee's views on the following matters:

(a) Morecambe in Bloom a Chairman's Trophy

This was inherited from the previous organisers. It was not awarded in 2016.

The judges for both the Community and Business categories had suggested who this should/could be awarded to (further details will be given at the meeting).

Since the Town Council took over Morecambe in Bloom, a process for determining and awarding the trophy had not been established.

(b) NW in Bloom

The NW in Bloom presentation was to take place in Southport on 3rd November. The cost of tickets was £27 per person and the town would be awarded a certificate. The Committee were asked to consider how many tickets and who should attend the ceremony, with the costs being taken from the Morecambe in Bloom budget.

Resolved:

That Council be recommended to:

- (1) Agree to work with Morecambe BID further with a view to focusing on two central streets within town becoming more involved in Morecambe in Bloom.**
- (2) Move towards the production of a list of projects and a volunteer/community group database with a view to enhancing Morecambe in Bloom further instead of proceeding via the Morecambe Bloomer's Group.**
- (3) Agree that seeds, bulbs and equipment to a maximum value of £25 per school be purchased and presented to all schools who had entered the Morecambe in Bloom 2017 to be funded from the Morecambe in Bloom budget.**
- (4) To note the Committee's decisions in respect of the following:**
 - Three tickets for the NW in Bloom ceremony to be purchased, with one member of staff to attend together with two residents, the winners of the Business and Resident's overall trophy respectively.**
 - The Morecambe in Bloom Chairman's Trophy be awarded to Regent Park Café/Bowls as recommended by the Judges for the Community and Business Categories.**

Chairman

The meeting closed at 8.20 p.m.

12TH October, 2017

MORECAMBE TOWN COUNCIL

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Wednesday 8th November, 2017

Councillors Present: D. Whitaker (Chairman), R. Dennison, G. Dennison and John Hanson

Officers in attendance – David Croxall (Clerk)

34. Apologies for Absence

Councillors J. Bates, P. Heath, L. Page and M. Pattison

35. Declarations of Interest

There were no Declarations of Interest

36. Minutes of Meeting of Planning Development and Environment Committee held on 2nd October, 2017

Resolved:

That the minutes of the Planning Development and Environment Committee held on 2nd October 2017, be signed as a correct record.

37. Planning Applications

The Clerk brought to the attention of the Committee a letter of objection received from a resident regarding how the Council had dealt with the Broadway Hotel application in 2016.

The Clerk advised the Committee that following receipt of the letter he had researched what had occurred.

The Clerk had received an email from the Developer on 24th June, 2016 inviting members to a public briefing on 1st July. The Clerk was on Annual Leave from 20th June to 4th July and hence the email had not been forwarded to members.

This Committee had considered the application at its meeting on 3rd October, 2016 and recommended to Council that objections be made. The minutes of the meeting held on 3rd October, 2016 had not been considered by Council due to the Clerk being off sick from mid October to early December, 2016, resulting in the minutes not being reported to the meeting of Council in November. This required the Council to reconsider its internal management processes particularly at the time of staff absence. The Committee discussed the request that the minutes of the meeting held on 3rd October, 2016 be referred to Council on 16th November, 2017, but thought that this was not appropriate as the Planning Application had been approved by the City Council on 14th November, 2016 and work had commenced on site.

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 2nd October 2017:

Application Number	Proposal Details	Site Address
17/01241/CU	Change of use of 2 houses in multiple occupation (C4) to create 4 2-bed and 2 3-bed apartments (C3)	55-57 Balmoral Road, Morecambe
17/01334/FUL	Erection of a single storey side extension	12 Woodrush, Morecambe
17/01297/FUL	Erection of a detached garage to replace existing	10 Windermere Avenue, Morecambe
17/00867/FUL	Demolition of existing building and erection of 6 dwellings with associated access and landscaping	1 - 3 Osborne Grove, Morecambe
17/01178/FUL	Construction of dormer extensions to the front and rear elevations	16 Gaisgill Avenue, Morecambe
17/01200/FUL	Demolition of existing conservatory and garage and erection of a single storey rear extension	11 Selside Drive, Morecambe
17/01205/CU	Retrospective application for the change of use from a dwelling (C3) to a residential institution (C2) for 3 young persons in receipt of care	20 Warley Avenue, Morecambe

Resolved:

That Council be recommended to:

- (a) **Make the following objection to Application No. 17/01205/CU re: Retrospective application for the change of use from a dwelling (C3) to a residential institution (C2) for 3 young persons in receipt of care at 20 Warley Drive, Morecambe and to request the City Councillor for the Torrisholme Ward to refer the matter to the City Council's Planning Committee for determination:**

The Town Council remains very concerned that this was a retrospective application and was insensitive to the local neighbourhood and therefore believed the application to be inappropriate and should be refused for the following reasons:

- **The application makes no statement or consideration of the City Council's Policy requiring the prevention of nuisance to adjoining properties;**

- Given the nature of resident complaints there should be a management plan to deal with these unsatisfactory issues – there was no evidence of such a Plan being in place;
 - The Town Council understands the Police had been called on several occasions to the address, which raised concerns around the lack of effective management. No significant Management Plan was in place to ensure neighbours were not disturbed; and
 - There was no satisfactory sound proofing/insulation in place at the property or plans to do so within the application.
- (b) **Make the following objection to Application No. 17/01200/FUL for the demolition of existing conservatory and garage and erection of a single storey rear extension at 11 Selside Drive, Morecambe:**
- The Town Council notes the concerns of residents and request Lancaster City Council to consider the effect of the proposed development on the local townscape and intrusiveness of the proposed development on the local neighbourhood.
- (c) **Make no comments in respect of the other applications listed in the Table above.**
- (d) **Note the position regarding how the Broadway Hotel application had been dealt with and procedures be put in place to ensure this situation could not occur in the future.**

38. Morecambe in Bloom

The annual presentation night for Morecambe in Bloom had taken place on 6th October.

The presentation for North West in Bloom took place in Southport on Friday 3rd November 2017 and for the first time Morecambe achieved gold medal status.

These two events completed the annual cycle for Morecambe in Bloom.

The purpose of the report was to commence a review of the process in preparation for 2018 with a view to determining how the Council evolved Morecambe in Bloom further in 2018.

Currently work around Morecambe in Bloom remained a priority within the Council's Strategic Vision.

At the last meeting of the Committee, the following recommendations were made to Council:

- *“Agree to work with Morecambe BID further with a view to focusing on two central streets within town becoming more involved in Morecambe in Bloom.*
- *Move towards the production of a list of projects and a volunteer/community group database with a view to enhancing Morecambe in Bloom further instead of proceeding via the Morecambe Bloomer's Group.*
- *Agree that seeds, bulbs and equipment to a maximum value of £25 per school be purchased and presented to all schools who had entered the Morecambe in Bloom 2017 to be funded from the Morecambe in Bloom budget.”*

These would be considered on 16th November. The Morecambe Bloomers Group had met on 25th October and the first bullet point above was discussed. To recruit volunteers for our community volunteers for the future, a planting and tidying up day was agreed, and this would take place on Sunday 19th November between 11 a.m. and 2 p.m. at the Railway Station and around the planters on Victoria Street. This had been advertised online and via social media.

In addition to the above the Committee were asked to consider the following:

- What is the Council's vision going forward for Morecambe in Bloom?
- Use of Town Council Morecambe in Bloom budget to enhance community aspects of Morecambe in Bloom
- How much funding would this Committee required in the 2018/19 budget to drive Morecambe in Bloom and the town's entry in NW in Bloom. this requires consideration as the Council will shortly be within the budget cycle for 2018/19.
- The theme for the Morecambe in Bloom themed category in 2018?
- Influencing the enhancement of the public planting and appropriate projects to enhance the business involvement in conjunction with Morecambe BID
- The request attached at Appendix A has been received from the Royal Air Force regarding their proposal for an RAF in Bloom in 1918 as part of their centenary celebrations. Is this something the Committee believes the Council should work towards with partners and the community as part of Morecambe in Bloom?

Resolved:

That Council be recommended to:

- (a) **Note the attainment of gold medal status for the town with pleasure and thank all those involved in helping Morecambe to achieve Gold medal status in North West in Bloom 2017.**
- (b) **Agree that the focus of the Council's vision should be to work with all partners, stakeholders and residents to improve year on year the appearance of the town.**
- (c) **The Morecambe in Bloom themed category for 2018 to be "Commemorating the Centenary of the end of World War One".**
- (d) **Request the Clerk to engage as many community groups as possible with the view to several community projects taking place in the town to commemorate the centenary of the end of WW1, including the creation of commemorative flower beds, and to engage the local Air Cadets in a flower bed project to commemorate the centenary of the formation of the Royal Air Force.**

39. Neighbourhood Plan

The Clerk updated the Committee on progress. Planning Aid had agreed to assist the Council in developing the Plan and undertake the initial training of the Steering Group members.

Further members of the Steering Group had been recruited and the aim was to have the first meeting of the Steering Group prior to Christmas. This was paramount as the City Council had recently suggested that Neighbourhood Plans needs to be in place by mid 2018 to align to the forthcoming Local Plan.

Resolved:

That Council be recommended to note the report.

40. Community Improvement Fund

Further to Minute No. 31, the Clerk submitted the response from Lancaster City regarding the community improvement fund suggestions and how the City Council proposed to deal with the issues raised.

The responses are set out below:

- (a) Land behind Coastal Medical Practise, west End Road:

City Council response: - "The alley way behind the surgery is adopted highway and therefore we look after it in regard to sweeping, litter and fly tipping. I have asked property group for confirmation of ownership of the area behind the surgery."

- (b) Alleyway between the job centre and block of flats on Euston Road for improvement.

City Council response: - "Again, adopted highway so would fall under the remit of street cleansing through the County Council agreement. We visit this alley multiple times daily to collect waste and sweep. We are in the process on monitoring the alley to try and improve the issue of side waste/ fly tipping. We have received requests regarding a mural on the wall of the flats which I would support, however this would need to be signposted through to Regeneration & Planning team."

- (c) Two roundabouts, Central Drive.

City Council response: - "These roundabouts received an overhaul in July 2017 as part of the preparations for North West In Bloom 2017. Vegetation was removed, and slate chippings were placed on the roundabouts to highlight the artwork and increase visibility to traffic. These will be regularly sprayed to keep weeds down throughout the spring/summer.

- (d) Church Walk blighted with litter, overgrown areas and damage to the old stone wall.

City Council response: - "This isn't adopted highway so unsure as to the ownership of the land, County may be able to assist. We do however, litter pick and empty the bins at either end every 2 days.

- (e) Fisherman's Square – untrimmed planting is overgrown with grasses concealing litter.

City Council response: - "This area is strimmed on ad hoc basis and bins are emptied. Happy to review and improve the street furniture and grounds maintenance moving forward.

- (f) Poulton Park – abandoned to Anti Social Behavioural elements and in need of smartening up.

City Council response: - "The Park is litter picked and bins emptied on a circuit. Play Area is inspected regularly to comply with ROSPA regulations. Grounds Maintenance is undertaken between April – October. We are aware that there are anti-social behaviour issues here but this would need signposting to Environmental Health.

- (g) Trim grassed areas between Lord Street and Green Street and near Midland Hotel.

City Council response: - "More than happy to pass this on to the team and look to improve edges on the public open space

- (h) Consider planting of trees in the town in association with Woodland Trust.

City Council response: - "This is something I wouldn't necessarily support without further consultation or advice. Trees in urban areas can be problematic dependant on species etc. Would need to be part of consultation with Regeneration & Planning. As we have previously in the district, happy to consider planting trees in the right location through partners such as Woodland Trust.

- (i) Poulton Park and surrounding alley ways behind Townley Street.

City Council response: - "The Park is visited regularly each week.

- (j) Alley between B&M Bargains and DK Warehouse.

City Council response: "This isn't an alleyway under our ownership. My understanding is it is owned by the proprietor of Pleasureland. Would be happy to support street cleansing should the owner look to cover costs.

- (k) Back alleys behind Euston Grove.

City Council response: "This is monitored daily, sometimes more than once a day, and side waste / fly tipping is collected."

Resolved:

That Council be recommended to:

- (a) Thank the City Council for their response and monitor progress by the City Council on the actions they propose to take;**
- (b) Note that position about the alleyway between B and M Bargains and DK Warehouse and request the City Council Planning Department to consider taking appropriate action against the owner of the alleyway; and**
- (c) Agree to use the Community Improvement Fund to support community projects within Morecambe in Bloom 2018 as discussed within Minute No. 39 above.**

41. Dates of Future Meetings

Resolved:

That the next four meetings of this Committee be held on the following dates and the Committee timetable updated accordingly:

Tuesday 5th December, 2017

Wednesday 10th January, 2018

Monday 12th February, 2018

Tuesday 6th March, 2018

Chairman

The meeting closed at 8.25 p.m.

9th November, 2017

MORECAMBE TOWN COUNCIL

Minutes from the Finance and Management Committee Meeting held at 7.00 pm on Monday 6th November 2017

Councillors Present: B. Hughes (Chairman), D. Clifford, G. Dennison, R. Dennison, Janice Hanson, P. Heath and D. Hutton

Also in attendance: Councillor John Hanson

Officers in attendance – David Croxall (Clerk)

19. Appointment of Vice Chairman

Resolved:

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

20. Apologies for Absence

There were no apologies for absence.

21. Declarations of Interest

Councillor Heath declared a personal interest in Minute No. 24 in so far as it related to the production of the Council newsletter.

22. Minutes of Meeting of Finance and Management Committee held on 11th September, 2017

Resolved:

That the minutes of the meeting of the Finance and Management Committee held on 11th September, 2017 be signed as a correct record.

23. Payment and Receipts Schedule – 6th September to 31st October, 2017

The Committee considered the Payment Schedule for the period from 6th September to 31st October, 2017 (Appendix A to these minutes).

Resolved:

That Council be recommended to note the report

24. Budget 2017/18

The Clerk submitted a report detailing the current position with regard to spend against each budget head to 31st October, 2017 within the 2017/18 budget (Appendix B to these minutes).

The Committee also considered the bank reconciliation undertaken on 31st October, 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 31st October, 2017.

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

1. Estimated total spend:	£306,333.54
2. Actual spend to date:	£92,963.28
3. Amount in Bank at 31/10/2017:	£232,335.84

Given the above figures, there therefore remained an unallocated amount of £18,965.58 within the Council's funds, which would increase to £19,974.60 following the receipt of the second quarter claim for VAT reimbursement.

The report highlighted the following matters for consideration:

- By-Election Expenditure

The cost of the Elections held earlier this year had still to be recharged. In addition, there would also be the costs for the Heysham North By-Election to be held on 23rd November.

- War Memorial

The Council's appointed designer, Peacock Design had now completed their work for the Council.

The designs had been amended to reflect the concerns expressed by the Ex-Servicemen's Groups and costed by the Designer. The estimated costs produced by the Design Company for the full refurbishment within the designs, using the best materials was over £600,000.

To progress the refurbishment of this important area of the town, the Council would now need to attempt to source funding and work in partnership with the community and the landowner, Lancaster City Council.

To begin this process, the City Council had agreed to and are currently undertaking their own estimation of the costs based on the current designs.

The repair and refurbishment of the actual Memorial could take place separately from the whole area. The Committee were asked to consider whether this part of the refurbishment should be progressed.

The designer did not believe this would compromise the remainder of the designs or cause problems when any further works take place. There is potential funding available via the War Memorials Trust for the repair and maintenance works required to the Memorial particularly during the current 100 years commemorative period for World War One.

It would not be easy to raise this amount of money. However, the War Memorial area remained one of the Council's priority areas of work. The Council would not be able to achieve the

refurbishment works on its own. Lancaster City Council were fully committed to working with the Town Council and it was suggested that the Committee considered how it should engage with the local community and businesses to assist with fund raising.

- Newsletter

At the last Council meeting the following was agreed:

“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; and

That quotations be sought for the newsletters to be delivered to every household by a Distribution Company without any other leaflets/publications”.

It was essential that the Council produced a quality newsletter and minimises the time taken to put the newsletter together. The selling of advertising space on reflection could be a time consuming task and maybe better suited to professionals in that field who had the required skills.

Therefore, the Clerk had sought three quotations from local companies based on the Company being responsible for the design, selling of advertising space and printing/distribution (with the distribution being undertaken by the Company offering the best price/service to the Council) and the Council contributing part of its agreed £4,000 budget towards each issue.

The following companies were asked to quote:

Fat Media – quote still awaited

Qwerky Graphics of Morecambe – decided not to quote on the basis that the scale of the project would not be appropriate for it at this time.

Bucket and Spade – a quote has been received which stated that:

“Bucket and Spade would produce and distribute a 12 page local newsletter for the town. We will print 17,000 copies and have them delivered to every household within the town’s wards. The Town Council will provide the content for their 6 pages of information and news and Bucket and Spade will sell and design 6 pages of advertising which will along with a £1300 contribution from the council to fund the publication”.

- Toilets

The toilets are visited once per week to flush the toilets and open the taps as part of the risk assessment to combat the threat of legionella.

On 31st October it was discovered that the coin box on the outside wall of the Ladies toilets had been stolen. The matter had been reported to the Police and the process of claiming via the Council's insurance had commenced.

- SpID

The County Council had now erected the seven SpID mounting plates and posts as agreed on the Council's behalf at no cost to the Council.

This now allowed the Council's SpID to be sited at the seven locations on a rotational basis. Unless otherwise instructed it was the intention to site the sign at each of the sites for a period of two weeks per site on a rotational basis. The first siting would be on Beaufort Road. The sign should be in place for the start of the next half term commencing on Monday 6th November.

- Unallocated Balance

The Committee was asked to consider the allocation of the unallocated balance within the Council's funds, totalling £19,974.

- Funds donated by Poulton Resident's Association

The Clerk advised the Committee that it had still not been possible to agree a date for a meeting between the three Poulton Ward Councillors to discuss the use of the £527 donated by the former Poulton Neighbourhood Council.

Resolved:

That Council be recommended to:

- (a) **Note the position with regard to the Budget as at 31st October, 2017 as set out in Appendix B to these minutes.**
- (b) **Agree that Phase 1 of the War Memorial redevelopment should be instigated as soon as practicable and to include the works to repair the Memorial itself, with a funding application being submitted to the War Memorials Trust, with the package of works for Phase One to be approximately £40,000 in value in order to try and obtain the maximum funding of £30,000 from the War Memorials Trust who potentially would fund up to 75% of a project.**
- (c) **Agree to request Lancaster City Council to contribute towards the first Phase of the refurbishment works as landowners on the basis that the Town Council did not believe as landowner the City Council had spent much on the upkeep of the Memorial in recent years.**
- (d) **Agree to request the Clerk to organise the replacement of the coin box at the toilets which had been stolen, with a view to sourcing a different type of machine if that would be more secure and that the replacement machine be not put in place until just prior to the reopening of the toilets in the spring of 2018.**
- (e) **Agree to place the unallocated balances totalling £19,000 into a fund entitled Growth Reserve Fund.**

- (f) **Agree that further discussions take place with the Internal Auditor regarding the recommendations made to the Council in the Internal Audit report in respect of the value of Council reserves.**
- (g) **Agree to accept the quotation from Bucket and Spade for the production of the newsletter as set out above and that the Clerk works towards the first newsletter being published in January, 2018.**
- (h) **Agree that the funds of the former Poulton residents Association be used to purchase two signs advertising Morecambe's success as Gold medal winners in North West in Bloom 2017, on the basis that Poulton Ward had contributed heavily to this achievement and to publicise this considerable achievement to visitors and residents alike, with signs being located on the Welcome to Morecambe Signs at the Shrimp roundabout and on Coastal Road on the approach from Hest Bank.**

25. External Audit Report

The External Audit report and Audited Annual Return for 2016/17 was received by the Council on 12th September. The Council was now required to consider the External Audit report and audited Annual Return.

The External Auditor had made two comments in the report which should be addressed.

Firstly, the Council should not have approved its Accounts for 2016/17 prior to the Annual Return. This occurred as the Council did not appoint a new Internal Auditor until its May meeting and the Internal Auditors visit did not take place until late May when the Annual return was signed off by the Auditor. The Clerk presented the accounts to the May meeting. However, in hindsight this should not have taken place until the additional Council meeting in June, which had initially been arranged to consider the Annual Return which required Council approval before being sent to the External Auditor for the deadline of 26th June.

Secondly the Council did not consider the External Audit report/letter for 2015/16.

This was an oversight which should not have occurred. The External Audit letter was received after the September meeting of Council in 2016 and was immediately placed on the Council's website and the required public notices posted on the Town Council's noticeboards. Given the Council's two month cycle of meetings, the letter should have been reported to the November Finance and Council meetings in 2016. This did not occur due to the sickness absence of the Clerk at that time.

Resolved:

That Council be recommended to note the comments made by the External Auditor in the letter, and ensure that the two technical issues raised do not occur in the future.

26. Budget 2018/19 and review of Strategic Vision

The Committee considered the process for the preparation of the Budget for 2018/19.

Usually, the City Council required the Town Council to notify its precept requirements around early February. For the current year's budget, the closing date was 3rd February 2017.

Given that the closing date was likely to be around the same time, this would require the Council to be able to finalise and agree its budget at the Council meeting scheduled for 18th January 2018.

The Council's budget should inform the precept amount.

Since the Council was established, the Council had always maintained its precept at the same amount i.e. £19.59 per Band D equivalent.

At this stage in the process, the Council advised to assume that a precept amount of approximately £187,000 in 2018/19 if Council Tax levels remained the same as 2017/18.

This Committee would need to be able to consider a draft budget at its meeting on 8th January 2018.

It was suggested that all Committees and members should be asked to submit their budgetary suggestion, with a view to these being costed prior to consideration.

The Council has already set a provisional amount of £55,000 towards Festivals and Events in 2018/19.

As part of the budgetary process, the Clerk advised that the Council should consider its current priorities as set out in its Strategic Vision (copy attached at Appendix D to these minutes) as any amendments to these would potentially impact on the budget.

Resolved:

That Council be recommended to:

- (a) Work towards considering a draft budget at its meeting to be held on 18th January, 2018 and that all members, Groups and Committee be requested to make their budgetary suggestions known to the Clerk no later than Friday 22nd December, to allow any suggestions to be fully costed and considered by the Finance and Management Committee at its meeting to be held on 8th January, 2018.**
- (b) Agree the following amendments to the list of Council priorities 2016-19 set out in paragraph 7 of the Strategic Vision attached at Appendix D to these minutes:**
 - Deletion of No. 3 re Happy Mount Park**
 - Amend No. 4 re War Memorial to read:**

“Phased Improvements to the Morecambe War Memorial and Gardens Area”

- Amend No. 7 re Neighbourhood Plan to read:**

“Aim to complete a Neighbourhood Plan in partnerships with the local community by July, 2018”

- Delete No. 9 re Youth Council**
- Amend No. 10 re Litter picks to read:**

“Work with the local community including Morecambe Bay Partnership to organise litter picks within Morecambe as often as possible.”

- Amend No. 13 re Community Garden share scheme to read:**

“Support partners to set up a Community Garden share scheme.”

- **Amend No. 18 re Christmas Lights to read:**

“To work in partnership with the City Council and local Business Community to enhance Morecambe’s Christmas Lights provision.”

----- Chairman

The meeting closed at 8.10 p.m.

Appendix A: Schedule of Payments and Receipts – 6th September to 31st October, 2017

Payments

Staffing and Administration Budget

Date	Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
06/09/2017	Telephone	Direct Debit	Telephone Bill - September	Talk Talk Business	34.21	6.84	41.05
19/09/2017	Bank Charges	Direct Debit	Bank Charges – September	Morecambe Town Council	12.87	0.00	12.87
19/09/2017	Salaries	Direct Debit	Pension Contributions - September (Employer and employee)	Morecambe Town Council	867.86	0.00	867.86
21/09/2017	Salaries	Direct Debit	Salaries - September	Morecambe Town Council	2,798.47	0.00	2,798.47
28/09/2017	Photocopier Charges	Direct Debit	Photocopier Hire - September Copying Charges	MB Digital	22.00	4.40	26.40
28/09/2017	Accountancy and Audit	101209	External Audit Fees for 2016/7	BDO LLP	600.00	120.00	720.00
28/09/2017	Salaries	101211	HMRC Quarterly Contributions for Tax and National Insurance Contributions	Morecambe Town Council	2,573.48	0.00	2,573.48
04/10/2017	Photocopier Charges	Direct Debit	Photocopier Hire – Quarter 3 hire costs	Grenkeleasing	247.20	49.44	296.64
04/10/2017	Telephone	Direct Debit	Telephone Bill - October	Talk Talk Business	30.05	6.01	36.06

Date	Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
06/10/2017	Insurance	101212	Insurance renewal for 2017/18	Zurich	727.74	0.00	727.74
11/10/2017	Postage, Printing and Stationery	101217	Office chairs – to replace Assistant Clerk's chair following risk assessment	DTG Dynamic Trade	49.28	0.00	49.28
19/10/2017	Salaries	Direct Debit	Pension Contributions - October (Employer and employee)	Morecambe Town Council	867.86	0.00	867.86
20/10/2017	Bank Charges	Direct Debit	Bank Charges – October	Morecambe Town Council	23.89	0.00	23.89
21/10/2017	Salaries	Direct Debit	Salaries - October	Morecambe Town Council	2,798.47	0.00	2,798.47
26/10/2017	Postage, Printing and Stationery	101222	Paper & Envelopes	GLS Educational Supplies	140.59	28.12	168.71
31/10/2017	Photocopier Charges	Direct Debit	Photocopier Hire– October Copying Charges	MB Digital	45.59	9.12	54.71
	Total				11,839.56	223.93	12,063.49

Morecambe in Bloom (6th September – 31st October 2017)

Date	Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
11/10/2017	Morecambe in Bloom	101214	North West in Bloom Tickets x 3	Morecambe Town Council	81.00	0.00	81.00
11/10/2017	Morecambe in Bloom	101215	Morecambe in Bloom – cost of suppers at MIB Presentation Evening	Headway Hotel	910.35	0.00	910.35
11/10/2017	Morecambe in Bloom	101216	Morecambe in Bloom Presentation Evening – cost of trophies and repairs to existing trophies	Classic Engravings	248.33	49.67	298.00
18/10/2017	Morecambe in Bloom	101218	Plants & Tools for Schools to reward the schools that entered	Home Bargains	77.93	13.37	91.30
	Total				1,317.61	63.04	1,380.65

Portas Expenditure (6th September – 31st October 2017)

Date	Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
11/10/2017	Portas Town Team	101213	Portas Webcam – these costs will be refunded by Bucket and Spade who manage the camera	NW Systems Group	117.00	23.40	140.40
	Total				117.00	23.40	140.40

S137 Payments (6th September – 31st October 2017)

Date	Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
18/10/2017	SA137 (Community Events)	101219	Christmas Tree lights for Town Council Christmas Tree in 2017 Christmas Tree Festival	B & M Bargains	4.99	1.00	5.99
	Total				4.99	1.00	5.99

SpID Budget (6th September – 31st October 2017)

Date	Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
11/10/2017	SpID	101217	Step ladders for SpID mounting	Ladder Sales Direct	83.33	16.67	100.00
26/10/2017	SpID	101221	Sign Board Assembly for SpID	Ca Traffic Ltd	156.00	31.20	187.20
	Total				239.33	47.87	187.20

War Memorial Budget (6th September – 31st October 2017)

Date	Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
18/10/2017	War Memorial	101220	Completion of Design Works - War Memorial Gardens	Peacock Design	1,620.00	0.00	1,620.00
	Total				1,620.00	0.00	1,620.00

Festivals Budget Expenditure (6th September – 31st October 2017)

Date	Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
28/09/2017	Festivals	101210	West End Festival and Catch the Wind Festival Grants	More Music	6,000.00	0	6,000.00
28/09/2017	Festivals	101208	Make my Day Festival Grant	Make My Day	3,000.00	0	3,000.00
	Total				9,000.00	0	9,000.00

Receipts (6th September – 31st October 2017)

Date	Description	Amount (£)
05/09/2017	Toilet Income	27.80
25/09/2017	Morecambe in Bloom Sponsorship	130.00
26/09/2017	Bank Interest	32.24
28/09/2017	Morecambe in Bloom Presentation Evening	325.00
10/10/2017	Morecambe in Bloom Presentation Evening	344.10
12/10/2017	Morecambe in Bloom Presentation Evening	364.00
12/10/2017	Toilet Income	4.60
12/10/2017	Morecambe in Bloom Sponsorship	50.00
26/10/2017	Bank Interest	28.40
	Total	1,306.14

Appendix B: Budget 2017/18 – Position as at 31st October 2017

Budget Head	Income (£)	Budget (£)	Expenditure (£)
Annual Precept	186,415.69	-	-
Salaries		50,800.00	29,700.36
Town Council Office Rent		3,850.00	1,925.00
Photocopier Charges		1,500.00	943.02
Hire of Rooms (Meetings)		1,100.00	261.00
Subscriptions		700.00	585.00
Telephone		460.00	189.69
Postage, Printing and Stationery		600.00	374.12
Accountancy and Audit		1500.00	1,260.00
Insurance		700.00	727.74
Website		300.00	150.00
Legal Expenses		500.00	0
Training		1,000.00	175.00
Festivals	149.76	55,000.00	26,731.06
Community Grants	333.00	6,496.25	1,752.96
Community Centre and Town Council Office Funds		55,000.00	0
Section 137 Expenditure		1,800.00	1,177.83
By-Election Fund		12,000.00	0
Bank Interest	226.23	-	-
Bank Charges		240.00	116.70
Portas Town Team	117.00	0	234.00
Youth Council		1,000.00	0
Christmas Lights		7,000.00	1,312.47

Budget Head	Income (£)	Budget (£)	Expenditure (£)
Morecambe in Bloom	1,213.10	3,000.00	2,235.94
Community Events		300.00	0
Toilets Refurbishment		12,844.50	12,836.97
Toilets Management	529.90	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	2,742.58
CCTV		5,000.00	0
School Parking		3,000.00	0
Newsletter		4,000.00	0
War Memorial		11,548.28	1,620.00
Town Council Reserves		9,000.00	0
Arts Council Grant re Street Art (Portas)		4,571.84	750.00
Poulton Residents Association		527.67	0
Morecambe Station Grant		3,245.00	2,245.00
Totals		306,333.54	

Appendix C: Bank Reconciliation produced by the Council's (Scribe) Accounting System as at 31st October 2017 prepared on 31st October 2017

31 October 2017 (2017-2018)

Bank Reconciliation at 31/10/2017

Cash in Hand 01/04/2017			128,334.29
ADD			
Receipts 01/04/2017 - 31/10/2017			200,122.37
			328,456.66
SUBTRACT			
Payments 01/04/2017 - 31/10/2017			99,475.33
A	Cash in Hand 31/10/2017		228,981.33
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	31/10/2017	0.00
	HSBC main	31/10/2017	232,335.84
			232,335.84
	Less unpresented cheques		
	As attached		3,354.51
			228,981.33
	Plus, unpresented receipts		
	As attached		0.00
B	Adjusted Bank Balance		228,981.33

A = B Checks out OK

Appendix D

Morecambe Town Council Strategic Plan 2016-2019

1. Introduction

The aims of this Strategic Plan are:

- 1.1 To establish Morecambe Town Council's overall vision, priorities and how these will be delivered;
- 1.2 To give clear direction for resource planning and budget setting decisions; and
- 1.3 To guide our dealings with the community and partner organisations

The Strategic Plan is intended for residents, partner organisations, members and Morecambe Town Council staff.

2. The Town Council's Vision Statement

“To enhance and improve Morecambe as an attractive, safe and sustainable place in which to live, visit and to do business.”

3. The Town Council's Priority Areas of Work 2016 - 2019

The following are the agreed priority areas of work for the Town Council:

- **To instigate a regular Forum with Lancaster City Council and work together to move forward the following priorities:**
- Improving the environment and appearance of the town
- Improving the economy of the town
- Community Safety
- Youth Engagement
- Community Engagement which should include being a strong voice for the town

4. Actions and Targets for each Priority Area

4.1 Improving the environment and appearance of the town including litter and dog fouling issues together with the problem of the appearance of empty shops

How:

- Working in partnership with Lancaster City Council, the Police, appropriate Agencies, Stakeholders and the Community to reduce litter and dog fouling and improving public planting and weed control.
- Facilitation of Community Groups.
- Managing and Enhancing the Morecambe in Bloom Competition.
- Working with Schools and relevant Community Groups to undertake targeted litter picks and educational sessions regarding the problems caused by dog fouling and litter- a minimum of 4 per year.
- To work with the Morecambe Community to create a Neighbourhood Plan for the town on the basis this is a tool that allows residents and businesses to have their own planning policies in a Neighbourhood Plan that reflect their priorities, deliver tangible local benefits and have real weight in planning decisions (e.g. to help protect and enhance the local high street, choose where new industries should be located, or protect local green spaces for generations to enjoy in years to come).
- Developing a Garden Sharing, or land sharing, scheme. This would allow residents with no garden, to 'borrow' other peoples (elderly mostly) land/garden to grow food, some of which would be given back to the land/garden owner.
- Working with the Morecambe Business Community to enhance Christmas Lights provision.

4.2 Improving the economy of the town

How:

- Working with Agencies/Partners to extend the tourist season by helping to facilitate festivals and projects.
- Provision of funding and working with local businesses/sponsors/partners to allow the design, publication and distribution regionally of a Guide to Morecambe and its Events on an annual basis.
- Instigate formal dialogue with the Morecambe Business Community e.g. local hoteliers and Morecambe BID if approved in 2016 particularly on matters such as Christmas Lights, festival support and publicising events within Morecambe.
- Work with Lancaster City Council and other partners to reopen public toilets on Morecambe Promenade.

- Work with Lancaster City Council and local businesses to secure more cost effective parking charges within Morecambe which encourages increased usage and visits.
- Working with the business community to promote a 'Totally Locally' scheme (or similar) to encourage local shopping.
- To create regular dialogue with the Morecambe Business Improvement District (Subject to the ballot to be held in 2016), Bare Village Business Association and West End Community Partnership with a view to partnership working on projects which would assist the development of the local economy.

4.3 Community Safety

How:

- Attending regular meetings with the Lancashire Constabulary and input views or concerns from residents regarding areas of focus for the Police
- Publicise external organisations who can offer support/advice concerning all issues regarding community safety through the Town Council's website
- Improving information on the Council's website to enhance the information available for local people and as a valued communication tool.
- To work with Community Groups, Lancaster City Council, Morecambe BID (if formed in 2016) Bare Village Business Association, West End Community Partnership and other relevant Groups to enhance community safety.

4.4 Youth Engagement

How:

- Working with Morecambe's secondary schools to establish a High School Council that met regularly in the Council Chamber and to be administered by the Town Clerk, with the aim of involving and listening to young people more widely in the decision making process.
- Work with Lancaster City and other partners to ensure the town has an adequate supply of appropriate facilities for young people.

4.5 Community Engagement which should include being a strong voice for the town

How:

- To work with the Morecambe Community to create a Neighbourhood Plan for the town.
- To actively promote the work of the Council.
- Involvement in at least two Community Events i.e. Morecambe Parish Church Christmas Tree Festival and a float in Morecambe Carnival. The purpose of these two actions would be to actively promote the work of the Council.

- Hold an annual Community Organisation evening to consult and develop lines of communication and develop appropriate partnership working.
- Formalising the Council's Annual Community Award Scheme, and possibly involving the public in determining the annual winner.
- Developing measures to educate the public on what the Town Council was responsible for and how it could help.

5. External Funding Applications

Submitting appropriate funding applications and seeking external sponsorship for towards all Council priorities and actions.

6. How the Council will communicate

Communication with residents will be achieved in many ways to ensure that all sections of the community are reached:

- **website:** this has a wealth of information and is regularly updated.
- **newsletter:** is produced four times per annum.
- **Annual Report:** is produced annually at the Annual Town Meeting.
- **Council/Committee Meetings:** these are open to the public and all Council Meetings include a public participation session.
- **Information stand at all Morecambe Festivals** to promote the Council's work and offer an opportunity for members of the public to share ideas and concerns with staff and members.

7. Priorities for 2016 -2019

Priority Number	Issue	How Funded	Partners	Committee Responsible?
1	Reopening and of toilet Blocks on Morecambe Promenade	MTC and Lancaster City Council + Revenue from use of toilets	Lancaster City Council	Finance and Management
2	Support to Morecambe Festivals through Festivals Grants	MTC, Sponsorship and Arts Council	Festival Organisers, Lancaster City Council and Arts Council	Festivals and Events
3	Happy Mount Park Band Stand and Performance Area	MTC and sponsorship	Lancaster City Council, HMP Volunteers and local sponsors	Finance and Management
4	Improvements to the Morecambe War Memorial and Gardens Area	MTC, War Memorials Trust, Heritage Lottery Fund	Lancaster City Council and grant funding bodies	Finance and Management
5	Brochure promoting Morecambe and its events	MTC and Local Sponsorship	Sponsors and Event Organisers	Festivals and Events
6	Ensuring the future use of Morecambe Town Hall	MTC, appropriate partners, appropriate grant funding bodies	Lancaster City Council, local community and grant funding bodies	Finance and Management
7	Commence Neighbourhood Plan	MTC and grant funding via Locality	Lancaster City Council, local businesses and community groups	Planning Development and Environment
8.	Explore ways of reducing dog fouling	MTC	Lancaster City Council, local community and grant funding bodies	Planning Development and Environment

Priority Number	Issue	How Funded	Partners	Committee Responsible?
9	Implement Youth Town Council	MTC	Local schools	Community Engagement
10	Minimum of 4 community litter picks during the year	MTC	Community groups and local schools	Planning Development and Environment and Community Engagement
11	Community engagement evening in April or May	MTC	Community groups	Town Clerk
12	Involvement in 2 community events within Morecambe	MTC	Community groups and businesses	Community Engagement
13	Community garden share scheme	MTC	Eastgate project, Allotment Association and community groups	Planning Development and Environment and Community Engagement
14	Community Grants – to support the excellent community work taking place in Morecambe	MTC	Community groups	Community Engagement
15	Community Safety – develop support and measures to enhance community safety throughout the town	MTC, Lancashire Constabulary, Grants	Community, Lancashire Constabulary, Lancaster City Council	Police Liaison Group and Community Engagement
16	Morecambe in Bloom	MTC, Lancaster City Council, Sponsorship and Grants	Lancaster City Council, Local Businesses, Community	Planning Development and Environment and Community Engagement

Priority Number	Issue	How Funded	Partners	Committee Responsible?
17	Morecambe Station – to facilitate the Friends of Morecambe Station Group	MTC, Sponsorship, Grants, Community Rail Partnership	Community Rail Partnership, Northern Rail, Community members	Planning Development and Environment and Community Engagement
18	Christmas Lights	MTC, Lancaster City Council, Businesses, Community Groups	Community Groups, Local businesses, Lancaster City Council	Finance and Management

David Croxall

Town Clerk

December 2015

MORECAMBE TOWN COUNCIL

Minutes from the Community Engagement and Grants Committee Meeting held at 7.00 pm on Tuesday 7th November, 2017

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

Officers in attendance – A. Fawcett (Assistant Clerk)

10. Apologies for Absence

There were no apologies of absence

11. Declarations of Interests

There were no Declarations of Interest

12. Minutes of the Community Engagement and Grants Committee held on 13th July, 2017

Resolved:

That the minutes of the meeting held on 13th July, 2017 be agreed.

13. Allocation of Grants

There was £3,000.00 remaining in the 2017/18 budget for the allocation of grants up to £500 for “Not for Profit” Organisations. The fund was advertised by means of the local media, social media, Town Council website and notice boards. The Council received a total of thirteen applications. Two applications were not submitted on the basis that they did not meet the basic criteria. The total amount applied for was £5,343.47. Each application was marked and the average score worked out and ranked. The minimum score to be eligible for a grant was 20 out of a possible 30.

The application for Men in Sheds was withdrawn by the applicant, therefore was not scored by the Sub Committee.

Resolved:

That Council be recommended to agree:

(1) To fund the applications as set out in the table below:

Name of Organisation/Group	Reason for Application	Amount to be Awarded	Power Allowing Council to Fund
Northern Angelz	To contribute towards the cost providing free fitness classes, running clubs and gym workout sessions for those who suffer from low self-esteem. The classes/clubs are aimed at anyone who is suffering from isolation and any addiction from chocolate to illegal drugs.	500.00	Local Government Act 1972 (section 137)
Lancaster and Morecambe Deaf Children's Society	To contribute towards, room hire, books and toys, publicity, refreshments in order for the society to continue supporting deaf children and their families.	500.00	Local Government Act 1972 (section 137)
LGBT Out in the Bay	To pay towards the volunteering costs for travel expenses in order for the Organisation to continue its services.	500.00	Local Government Act 1972 (section 137)
	Total Awarded	1,500	

(2) To decline the following application as they did not meet the minimum score of 20 as set by Council:

- **Bare Necessities**
- **Morecambe Ladies Football Club (juniors)**
- **Greenfingers Community Allotment**
- **Lancashire Community Finance Trust**
- **The Birchall Trust**
- **Westgate Cricket Club**
- **Pebbleart**

(3) To request that the remaining £1,500 be carried forward to into the 2018/19 Budget for the allocation of Grants.

- (4) To ensure the criteria and application process for the allocation of grants is robust, to request the Assistant Clerk to review the criteria and for this to be considered at the next Community Engagement and Grants Sub Committee meeting.**

14. Community Engagement Update

The Sub Committee considered dates for the Fun Run in order for the Town Council to raise funds towards the Time and Tide Bell which had recently been granted planning permission. This was providing the Time and Tide Bell was granted the Maritime Licence which was pending decision.

Resolved:

That Council be recommended to agree that the Clerk recommends a provisional date for the Fun Run in the Spring 2018 providing the Time and Tide Bell was granted a Maritime Licence.

Chairman

The meeting closed at 8:55 pm

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of the **Community Safety Committee** held on Wednesday 9th November 2017 at 7.00pm at War Memorial Hall Café, Morecambe

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

Officers in Attendance:

Town Council: D. Croxall (Clerk to the Council)

Lancaster City Council: G. Tagg (ASB Officer)

6. Apologies for Absence

Councillor T. Anderson and Sergeant L. Brown (Lancashire Constabulary)

7. Declarations of Interest

There were no declarations of interest

8. Minutes of Meeting of Community Safety Committee held on 16th August, 2017

Resolved:

That the minutes of the Community Safety Committee held on 16th August 2017, be signed as a correct record with the amendment of the following statement in Minute No. 5 re Anti Social Behaviour:

“The majority of those undertaking ASB appeared to be in the 13-14 age group, with the majority being female” to:

“The majority of those undertaking alcohol related youth ASB appeared to be in the 13-14 age group, with the majority being female.”

9. Anti Social Behaviour

Mr G. Tagg, the Team Leader of the City Council ASB Team updated the Committee on progress in establishing the ASB Team and action currently being undertaken to combat ASB.

With regard to the establishment of the ASB Team, two appointments of Patrol Officers had been made and it was envisaged that the two officers would commence their work in December, 2017.

As outlined at the last meeting of this Committee, the City Council had commissioned report to research the causes and potential appropriate interventions related to Youth ASB activities within the area. This report had now been completed and would be considered by the City Council. Following this, all partners could discuss and consider appropriate intervention Programmes based on the evidence gathered.

The City Council's ASB Team had entered into a formal agreement with the Police which would allow more joined up and effective partnership working to tackle problems. This included ASB officers and PCSO's working together via the designated ASB patrol car in the town.

The City Council was developing an ASB website which would include an online reporting system. If members wished to report ASB concerns these could be undertaken via the Clerk or directly to the City Council's Environmental Health service prior to the online reporting system becoming available.

Regarding this, Mr Tagg outlined that the law was complicated at times, and some issues that members and residents believed to be ASB type activities could not be dealt with under ASB legislation i.e. excessive noise complaints could be classified as a matter to be dealt with under Noise disturbance legislation. The reporting system on the website being designed would take account such issues.

Mr Tagg also outlined that the ASB Team would now include an enforcement officer to deal with fly tipping issues. A member of staff had been transferred from the City Council's Environmental Services department and this should allow for a more coordinated and effective approach to tackling fly tipping as well as ASB related activities.

Since the last meeting of the Committee, the ASB Team had dealt with issues in the following areas of the town:

- Torrisholme Barrows – problems had reduced following interventions put in place;
- Torrisholme Play Area Park and surrounding roads;
- Alexandra Road, Clarendon Road, Euston Road and Grafton Road – joint work with the Police regarding several ASB related issues
- Chatsworth Road – issues re youth ASB and parents had been visited.
- Central Drive/Platform – regular patrolling following complaints about groups gathering in these areas.
- Happy Mount Park – since the summer issues and complaints had reduced.
- Two Community Protection Orders had been issued to parents within Morecambe.

The Clerk circulated a copy of the Service Level Agreement which had been formally agreed with the City Council, which set out how the Town Council's funds would be utilised within the ASB Team.

The Committee considered whether additional funds should be made available in the 2018/19 budget to assist in combatting ASB within the town.

Resolved:

That Council be recommended to:

- (a) Note the progress being made and to thank Mr Tagg for attending and the update report.**

- (b) **Note the Committee's request for £5,000 to be included in the 2018/19 budget to fund an appropriate Anti Social Behavior intervention project.**

10. Issues Raised by Councillors

Councillors had requested that the following matters be considered:

- (a) Motor bikes on cycle track
- (b) Speeding around Trimpell area
- (c) Speeding around Westgate
- (d) Resident's concerns over parking on both sides of the road on Glentworth Road East, Westgate and surrounding roads
- (e) Residents' concerns over parking on both sides of the road on St. Anne's Avenue, Morecambe

As the Police could not be present the issues were not discussed in detail.

The Clerk updated the Committee on a further response from the County Council regarding the Council's previous concerns in relation to parking problems on Northgate and the lack of enforcement action being undertaken by Civil Enforcement Officers.

The letter from the County Council dated 31st October said:

"Thank you for your recent email regarding parking enforcement on the White Lund Industrial Estate, Morecambe.

Please accept my apologies for the delayed response. Whilst we appreciate the concerns of the Town Council, as previously advised enforcement of the White Lund Industrial Estate has been problematic.

The County Council's Civil Enforcement Officers have endured both physical attacks and threats from members of the public which has necessitated that any future enforcement must be in the company of the police to protect their personal safety.

As you will appreciate there are higher priority demands on police resources than parking enforcement, however we will continue to engage with the police and will carry out enforcement at such time that they are in a position to make resources available."

Resolved:

That Council be recommended to:

- (a) **Request the Clerk to write to Lancashire Constabulary and the Highways Authority about the concerns raised in (a) to (e) above.**
- (b) **Request the Clerk to write to the County Council about the Northgate situation to ascertain when resources would become available and when enforcement action would be taking place.**

11. Environmental Enforcement Officer

The Committee considered the work being undertaken by the Environmental Enforcement Officer. Complaints from residents had reduced over the summer months although in recent weeks following direct letter dropping with businesses and posts of the Council's social media sites, new complaints had been received which were being dealt with.

The Clerk sought guidance on the priority areas of work for the Officer during times when there were few complaints to deal with.

The Clerk also submitted a report setting out the work undertaken by the officer over the last 16 months.

Some members expressed concern that the revenue from Fixed Penalty Notices issued was retained by the City Council. This was because whilst the Town Council paid the salary of the officer to secure his services solely within Morecambe, the officer was employed by the City Council and secondly some fixed penalty notices were challenged which incurred legal costs. The legal costs for challenges were met by the City Council and not the Town Council.

Resolved:

That Council be recommended to:

Note the report and agree that during times when there were few complaints to investigate the Environmental Enforcement Officer's work should be targeted at known hotspot areas within the town.

Chairman

The meeting closed at 8.35 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

10th November, 2017