

MORECAMBE TOWN COUNCIL

8th March 2018

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 15th March 2018** 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 18th January and 7th February 2018

18th January - (pages 2 – 27 of supporting papers pack)

7th February - (pages 28 - 33 of supporting papers pack)

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 – 12th February and 6th March 2018

To receive the minutes of the Planning Development and Environment Committee from its meetings held on 12th February and 6th March 2018 (pages 34 to 42 of supporting papers pack) and to consider recommendations made in respect of the following items:

12th February (pages 34-37)

(a) Minute No. 59 – Planning Applications (pages 34 to 36 of supporting papers pack).

- (b) Minute No. 60 – Morecambe in Bloom (pages 36 to 37 of supporting papers pack).
- (c) Minute No. 61 – Donation by Poulton Residents Association (page 37 of supporting papers pack).

6th March (pages 38 to 42)

- (a) Minute No. 65 – Planning Applications (pages 38 to 39 of supporting papers pack).
- (b) Minute No. 66 – Lancaster District Local Plan 2011-2031 - Local Plan Publication Stage (pages 39 to 40 of supporting papers pack).
- (c) Minute No. 67 – Employment and Skills Supplementary Planning Document (SPD) (pages 40 to 41 of supporting papers pack).
- (d) Minute No. 68 – Morecambe in Bloom (pages 41 to 42 of supporting papers pack).

6. Community Safety Committee – 22nd February 2018

To receive the minutes of the Community Safety Committee from its meeting held on 22nd February 2018 (pages 43 to 46 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 16 - Anti Social Behaviour (pages 43 to 44 of supporting papers pack).
- (b) Minute No. 17 – Issues Raised by Councillors (pages 44 to 45 of supporting papers pack).
- (c) Minute No. 18 – Environmental Enforcement Officer (pages 45 to 46 of supporting papers pack).

7. Finance and Management Committee – 7th February and 5th March 2018

To receive the minutes of the Finance and Management Committee from its meetings held on 7th February and 5th March 2018 (pages 47 to 60 of supporting papers pack) and to consider recommendations made in respect of the following items:

7th February (pages 47 -48)

- (a) Minute No. 38 – Budget 2018-19 – Deprivation Project (page 47 to 48 of supporting papers pack)

5th March (pages 49 -60)

- (a) Minute No. 42 – Payments and Receipts Schedule (page 49 and 53 to 56 of supporting papers pack)
- (b) Minute No. 43 – Budget 2017/18 Update (pages 49 to 50 and 57 to 59 of supporting papers pack)
- (c) Minute No. 44 - Toilet Cleaning and Sanitary Waste Collection Quotations for 2018 (pages 50 to 51 of supporting papers pack)
- (d) Minute No. 45 – Audit Matters (page 51 of supporting papers pack)
- (e) Minute No. 46 –Meeting Timetable 2018/19 (pages 52 and 60 of supporting papers pack)

8. Lancashire County Council Consultation re Proposed 20 mph Speed Limit Order – Globe Drive, Morecambe

To consider the report of the Town Clerk (page 61 of the supporting papers pack).

9. Morecambe Neighbourhood Plan Steering Group

To consider the report of the Town Clerk (pages 62 to 76 of the supporting papers pack).

10. Remembrance Day 2018 – Battle's Over Commemorative Events

To consider the report of the Town Clerk (pages 77 to 78 of the supporting papers pack).

11. Date of Next Meeting – Thursday 17th May 2018 at Morecambe Town Hall commencing at 7pm



David Croxall
Clerk to the Council
8th March 2018

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 15th March 2018 at 7.00 p.m. at Morecambe Town Hall

Present: Councillors: D. Clifford (Chairman), Janice Hanson (Vice Chairman), T. Anderson, June Ashworth, J. Bates, V. Boyd-Power, T. Brown, I. Clift, R. Cleet, C. Cozler, R. Dennison, P. Heath, D. Hutton, T. Metcalfe, M. Pattison, L. Page, J. Pilling and D. Whitaker

Officers in Attendance:

D. Croxall (Town Clerk)

70. Apologies for Absence

Councillors Alex Ashworth, S. Burns, L. Davies, G. Dennison, John Hanson, B. Hughes and L. Hughes

71. Declarations of Interests

Councillors June Ashworth, Clift and Cozler declared a personal interest in Minute Nos. 74 and 75 as they were all members of the Lancaster City Council Planning Committee.

Councillor Pattison declared an interest in Minute No. 75 in so far as it related to a Lancashire County Council Planning Application as she was a member of Lancashire County Council.

Councillor Hutton declared an interest in Minute No. 76 in so far as it related to Anti Social Behaviour as a she was related to one of the staff members of the ASB Team.

72. Minutes of Meetings held on 18th January and 7th February 2018

The Council considered the Minutes of the Meeting of the Town Council held on 18th January and 7th February 2018.

Resolved:

That the minutes of the meetings of Council held on 18th January and 7th February 2018 be signed as a correct record

73. Public Participation

No members of the public wished to address the Council.

Councillors June Ashworth, Clift and Cozler left the meeting at this point as they had declared an interest in Minute Nos 74 and 75.

74. Morecambe Neighbourhood Plan Steering Group

The Council were advised that to prepare a Neighbourhood Plan, a Steering Group involving elected Councillors and Community representatives was required. This had now been established and has met on three occasions.

The minutes of the meetings held on 4th January, 1st February and 1st March 2018 were submitted for Council's information.

The Town Council had no role to play in the formulation of the draft Plan by the Steering Group other than being consulted by the Group at the various stages of the Neighbourhood Plan process and monitoring progress.

It was envisaged that the final Plan would not be completed until late 2019.

The basic process included the production of a Draft Plan, formal consultation on the Draft, agreement of the Draft, an Independent Inspector being appointed to determine whether the Draft Plan can go forward or not, following the inspection process amendments would be made and consulted upon if necessary before the final proposed Plan was subject to a referendum of all Morecambe Town Council area residents.

The Steering Group had determined that there should be five Town Councillors on the Group, and that the process required the Steering Group to have more community representatives than Town Councillors, as a Neighbourhood Plan was the community's Plan and not solely the Town Councils.

In terms of decision making for the Neighbourhood Plan, the Town Council was the qualifying body for the purposes of preparing the Plan. The Steering Group had full delegated authority to manage the process of preparing the Plan as set out in the objectives and within agreed budgets; up to and including the publication of the consultation Draft Plan. Regular reports would be made to the Town Council to ensure effective progress. Morecambe Town Council would approve the final draft Neighbourhood Plan prior to submission to the Local Planning Authority.

The Council were asked to consider the nomination of five representatives to sit on the Steering Group. The five members appointed would have voting rights on the Steering Group, although it was indicated that any member could attend the meetings of the Steering Group.

Resolved:

- (1) That the Council appoints two members from the Labour and the MBI administrative Group and Councillor Pilling from the Liberal Democrat as its five named representatives on the Steering Group.
- (2) That the Labour and MBI Administrative Groups inform the Clerks of their respective Group's nomination.
- (3) That no substitute members be appointed (i.e. only the five named appointed members had voting right at Steering Group meetings) although any member of Council was welcome to attend meetings of the Steering Group which were on the first Thursday of each month.

75. Planning Development and Environment Committee

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 12th February 2018 and 6th March 2018 and considered its recommendations in respect of the following items:

12th February

- (a) Planning Applications
- (b) Morecambe in Bloom

- (c) Donation by Poulton Residents Association

6th March

- (a) Planning Applications
(b) Lancaster District Local Plan 2011-2031 - Local Plan Publication Stage
(c) Employment and Skills Supplementary Planning Document (SPD)
(d) Morecambe in Bloom

Resolved:

- (1) That in respect of Planning applications the Council agreed to:
- (a) Agree that in respect of the amended Application No. 17/01490/FUL regarding 6 Bare Avenue the City Council be informed that the Town Council reiterates its original objection and remains concerned that the application should be for a separate dwelling house and not an annexe as a point of principle, as the original and amended proposals represent a separate building and dwelling.
 - (b) Agree to inform the City Council that the Town Council welcomes the application in respect of Application No. 18/00051/FUL at 207 Marine Road Central, Morecambe (Hitchin's Building)
 - (c) Agree to make no other comments in respect of all other Planning Applications considered.
- (2) That Council be recommended to note progress being made for Morecambe in Bloom 2018 and to request the City Council to consider the following:
- Flower bed displays 2018 to have a "red" theme to link into the World War One centenary commemorations;
 - Use plants that should survive the season given Morecambe's unique position; and
 - Consulting the Town Council on future planting schemes in Morecambe
- (3) That the remaining funds donated to the Council by the former Poulton Residents Association totalling £171.97 be offered to the Morecambe Bloomers to develop a project within the Poulton Ward.
- (4) That the Council pays £40 licence fee on behalf of the Morecambe Bloomers to allow the necessary permit to be obtained to organise a raffle to raise additional funds, on the proviso that the fee be repaid to the Council once income had been generated by the raffle.
- (5) That in respect of Lancaster City Council's consultation regarding the Lancaster District Local Plan 2011-2031 - Local Plan Publication Stage the following comments be made:
- (a) Advise Lancaster City Council that the following policies required rewording to make them clearer:
 - Policy DM 20 – this appeared to be worded ambiguously and in contradiction of itself; and
 - Policy DM 21 – appeared to have missing words and have poor grammar
 - (b) Suggest to Lancaster City Council that it considers a redrafting of the document before submission as the whole document appeared to contain several ambiguous statements, instances of missing words and grammatical errors.

- (c) Acknowledge that whilst the document was a planning document and had to be written in a certain manner, Lancaster City Council be requested to consider a redrafting that produced a document which met the guidelines of the Plain English Campaign.
- (6) That in respect of Lancaster City Council's consultation regarding the Employment and Skills Supplementary Planning Document (SPD) the following comments be made:
 - (a) Advise Lancaster City Council that in respect of Paragraph 2.7, bullet point one there appeared to be missing words which made it unclear what the statement as currently worded meant.
 - (b) Request Lancaster City Council to increase the threshold for delivery of Employment and Skills Plans (Policy DM48 of the Development Management DPD) in respect of commercial development be increased to 2,000square metres on the basis that the proposed 1,000 square metres could be over burdensome to developers and employers; and
 - (c) Suggest to Lancaster City Council that the document should set out how economic activity would be created to support the development of skills and supply of future jobs within the District, as there was a risk that whilst being welcomed, the upskilling of the local workforce without long term job creation could result in many high skilled workers moving away from the District.

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

Councillor Hutton left the meeting at this point as she had declared an interest in minute No. 76 regarding Anti Social Behaviour.

76. Community Safety Committee

The Council received the minutes of the Community Safety Committee from its meeting held on 22nd February 2018 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 regarding Anti Social Behaviour the progress being made by the ASB Team as reported to the Committee be noted.
- (2) That the report in respect of the work of the Environmental Enforcement Officer be noted.
- (3) That the Police response to the issues raised by Councillors as set out in the minutes of the Committee be noted.

Councillor Hutton returned to the meeting at this point.

77. Finance and Management Committee

The Council received the minutes of the Finance and Management Committee from its meetings held on 7th February and 5th March 2018 and considered its recommendations in respect of the following items:

7th February

- (a) Budget 2018-19 – Deprivation Project

5th March

- (a) Payments and Receipts Schedule
- (b) Budget 2017/18 Update
- (c) Toilet Cleaning and Sanitary Waste Collection Quotations for 2018
- (d) Audit Matters
- (e) Meeting Timetable 2018/19

Resolved:

- (1) That in respect of the proposed funding for a Deprivation Projects the following be agreed:
 - (a) the Clerk be requested to contact organisations throughout Morecambe who were currently involved in the delivery of projects to help young and older persons to ascertain their views on how the Council could help them add value to the work they currently did within the town.
 - (b) That following completion of (1) above the Committee to consider the information received and to draw up objectives for the use of the budget. This would be based on the key driver being where community need existed for additional support.
 - (c) That following (2) above the Committee to consider the process for awarding funding to organisations and make recommendations to Council on the objectives for the budget and the process to be followed in allocating funding.
- (2) That the Payment and Receipts Schedule for the period 1st January to 28th February 2018 as set out in the minutes of the Finance and Management Committee be noted.
- (3) That Council the position with regard to the 2017/18 Budget as at 28th February 2018 as set out in Appendix B to the minutes of the Finance and Management Committee held on 5th March 2018 be noted and that the projected overspend in respect of the Elections budget be funded from the School Parking budget, unless proposals to assist with school parking were submitted to the Council and agreed prior to 31st March 2018.
- (4) That in respect of the cleaning and sanitary wastes collection contracts for the Dome Toilets 2018, the following be agreed:
 - (a) In respect of the Sanitary waste disposal and Baby Changing and Nappy Waste Disposal Contract to accept the quotation from Company B (Canon Hygiene) at a cost of £620.00 + VAT
 - (b) In respect of the Toilet Cleaning contract for a twice daily clean for 60 days to accept the quotation of Company A (Danfo UK) at a cost of £3,300 + VAT
 - (c) Request the Clerk to investigate the metal gates being put on the toilets during the winter season when the toilets were closed
- (5) That the Clerk be authorised to apply for a debit card for the Council's HSBC Business account with a maximum spend per transaction of £500, and that the Clerk be the named registered cardholder on behalf of the Council.

- (6) That the Meeting Timetable for 2018/19 as submitted by the Finance and Management Committee be approved apart from meetings of the Planning Development and Environment Committee programmed for Monday evenings, and that the Groups be requested to meet to agree the dates for these meetings.

78. Lancashire County Council Consultation regarding proposed 20 mph Speed Limit Order – Globe Drive, Morecambe

The Council considered Lancashire County Council's consultation regarding a proposed 20 mph Speed Limit Order in relation to Globe Drive, Morecambe.

Resolved:

That no objections be made against Lancashire County Council's proposed 20 mph Speed Limit Order in respect of Globe Drive Morecambe.

79. Remembrance Day 2018

The City Council had contacted the Town Council regarding the commemoration of 100 years since the end of World War One on Remembrance Day 2018.

A nationwide tribute entitled "Battle's Over - A Nation's Tribute and WWI Beacons of Light" was being coordinated on Remembrance Sunday, which this year fell on Armistice Day itself - Sunday 11th November 2018.

The City Council had advised the Clerk that Lancaster Castle and Lancaster Priory Church are lighting beacons, Lancaster City Council would be lighting up the Aston Memorial although as far as the City Council were aware nothing additional had been planned or organised in Morecambe for this important date.

The Clerk had contacted the Morecambe Branch of the British Legion who had responded:

"This is the first we have heard about it but would certainly be interested in a similar event in Morecambe."

Battle's Over was a coordinated event whereby Community's and organisations were being encouraged to mark this special occasion in a nationwide event.

The Guide to Taking Part breaks down the event into four elements relating to 'Battle's Over' on 11th November 2018.

- (1) 6.00 a.m. - Sleep in peace, now the battle's over – a Retreat March played by a Piper
- (2) 6.55 p.m. - Battle's Over - The Last Post
- (3) 7.00 p.m. - WWI Beacons of Light
- (4) 7.05 p.m. - Battle's Over - Ringing out for peace – Church bells ringing out.

The Clerk asked the Council to consider whether an afternoon commemorative event should be organised in partnership with the City Council, Morecambe BID and community Groups between the normal Remembrance Parade and the evening activities of Battle's Over if the Council wished to become involved.

Resolved:

- (1) That the Council works in partnership with the City Council, Morecambe BID and the British Legion to organise the basic four elements of Battle's Over on 11th November 2018.
- (2) That the Chairman of the Council discusses the feasibility of an afternoon event in keeping with the occasion and attends the next meeting of the Group developing the Commemorative Flower bed project, as this contained representatives of the British Legion and various service representatives.
- (3) That the Clerk submits a report to the next meeting of Council outlining the estimated costs of (1) above and options for an appropriate afternoon event following the Chairman meeting with Lancaster City Council and attending the meeting of the community Group as outlined in (2) above.

80. Date of Next Meeting

Thursday 17th May 2018 at Morecambe Town Hall commencing at 7 p.m. or at the rise of the Annual Town Meeting commencing at 6 p.m.

The meeting ended at 8.15 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

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16th March 2018

MORECAMBE TOWN COUNCIL

15th March 2018

SUPPORTING PAPERS

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MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 18th January 2018 at 7.00 p.m. at Morecambe Town Hall

Present: Councillors: D. Clifford (Chairman), Janice Hanson (Vice Chairman), T. Anderson, Alex Ashworth, June Ashworth, J. Bates, V. Boyd-Power, I. Clift, R. Cleet, C. Cozler, R. Dennison, John Hanson, B. Hughes, L. Hughes, D. Hutton, T. Metcalfe, M. Ogden, M. Pattison, L. Page, J. Pilling and D. Whitaker

Officers in Attendance:

D. Croxall (Town Clerk)

52. Apologies for Absence

Councillors T. Brown, S. Burns, L. Davies, G. Dennison and P. Heath

53. Declarations of Interests

Councillors June Ashworth, Clift and Cozler declared a personal interest in Minute No. 56 as they were all members or a substitute member (Councillor Pattison) of the Lancaster City Council Planning Committee.

Councillor Pattison declared a personal interest in Minute No. 59 as she was a member of Lancashire County Council.

Councillor Whitaker declared a pecuniary interest in Minute No. 59 as he was an employed by Lancashire County Council.

Councillor Hutton declared an interest in Minute No. 56 in so far as it related to Morecambe Bloomers, as she attended the Morecambe Bloomers meeting.

Councillor Bates and Boyd-Power declared an interest in items relating to Morecambe BID as they were both Morecambe BID Board members.

54. Minutes of Meeting held on 16th November 2017

The Council considered the Minutes of the Meeting of the Town Council held on 16th November 2017.

Resolved:

That the minutes of the meeting of Council held on 16th November 2017 be signed as a correct record

At this point the meeting adjourned to allow public participation

55. Public Participation

Three members of the public addressed the Council:

Mr Atack

Mr Atack updated the Council on the work of the Morecambe Bloomers Group and their wish to help the town maintain its gold medal award achieved in North West in Bloom 2017. The Group were considering a project to plant 400 foxgloves, and improve borders within the Poulton Ward, as well as considering projects that could be undertaken in the West End.

Mr Barber

Mr Barber expressed his concern at the proposals within Item No. 7 on the agenda regarding the review of the Public Participation process.

He was particularly concerned about the suggestion that persons who did not live within the Town Council's area would no longer be permitted to address the Council, as there were many reasons why non residents could be interested in the business of the town. He also thought it unfair for residents who led busy lives to be expected to give three days' notice of their wish to address the Council. He welcomed the proposal to answer all questions in writing.

Regarding item 10 on the agenda concerning Management of Staff, he thought it impractical for the Town Clerk to receive weekly supervision meetings, particularly as Councillors were unpaid in their role.

Mr Williams

Mr Williams expressed his concern that the Town Council had not objected to the planning application regarding the demolition of the Central Drive Bus Shelter, particularly as the Town Council had spent £45,000 on renovating the Dome Toilets on the basis that residents were concerned that Morecambe had poor public toilet provision.

He also expressed concern that following a recent Freedom of Information request to the Council that only £36,000 had been spent within the wards since the Council's implementation and nothing in the last three years.

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

Councillors June Ashworth, Bates, 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. 56).

56. Planning Development and Environment Committee

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 5th December 2017 and 10th January 2018 and considered its recommendations in respect of the following items:

5th December 2017

- (a) Planning Applications
- (b) Morecambe in Bloom

- (c) Poulton Park Petition
- (d) Disposal of Recycled Waste
- (e) Consultation re Open Spaces

10th January 2018

- (a) Minutes of the meeting held on 5th December 2017
- (b) Planning Applications
- (c) Morecambe in Bloom
- (d) Allotment Update

Resolved:

- (1) That in respect of Planning applications the Council agreed to:

- (a) Support the Appeal in respect of Application No. 17/00023/REF for the replacement of pitched roof with a shallow pitched roof and parapet wall to front at 267/268 Marine Road Central, Morecambe on the basis that the application would improve the look of the building and area and would give a degree of coherence to the frontage of the building.
- (b) Agree to support the views of Lancaster City Council Contract Services in respect of Application No. 17/01359/CU for the Change of use of flat ancillary to shop into separate residential unit (C3) including creation of a new entrance, creation of new shop fronts and replacement windows at 22-24 Albert Road, Morecambe which said:

“The above application has not considered storage for waste from the residential properties. Collection in this area is weekly from either bags or a small wheeled bin. The residents will need somewhere to store the bin/bags in between collections. Waste cannot be placed onto either the front or back street unless it is collection day.”

- (c) Agree that in respect of Application No. 17/01441/FUL regarding 1 Severn Court, the City Council be informed that whilst the Council had no objections it reiterated the response of the Highways Authority, and requests that this be taken into account by the Planning Authority prior to approving the application.
- (d) Agree that in respect of Application No. 17/01531/FUL regarding 42 Woodhill Lane, the City Council be informed that the Council supports the objection received from a member of the public and remains concerned that the proposal was for a separate building in a back garden which would contain all necessary amenities to deem it an additional dwelling, and therefore the application should be dealt with as an additional dwelling rather than as an ancillary living accommodation.
- (e) Agree that in respect of Application No. 17/01371/FUL regarding 223 Marine Road Central, the application be supported subject to the views and recommendations of the Police, Highways Authority and Fire Service being adopted by the Planning Authority prior to approving the application.

- (f) Agree to support Application No. 17/01482/ADV in respect of the Nationwide Building Society, 25 Euston Road but inform the City Council that in this case the Town Council believes the Conservation team were being overzealous in their approach.
 - (g) Agree that in respect of Application No. 17/01490/FUL regarding 6 Bare Avenue the City Council be informed that the Town Council supports the views of the Tree Protection Officer and requests that the application be dealt with as a separate dwelling house rather than as a one bedroom annexe due to the proposed size, its effect on neighbouring properties, it would have all the required amenities to make it a separate dwelling and was of poor design given the surrounding area.
 - (h) Agree that in respect of Application No. 17/01484/FUL regarding 397 Marine Road East, the City Council be informed that it was not clear from the planning application whether there would be significant overlook from the proposed balcony onto neighbouring properties, and that more information be provided to allow the Council to respond accordingly.
 - (i) Agree that in respect of Application No. 17/01487/CU regarding 31 Claremont Road, the Town Council objects to this application on the basis that it was of poor design with poor internal arrangements, a contrived layout and minimal floorspace provision, and was in an area that did not need this type of accommodation.
 - (j) Agree that in respect of Application No. 17/01524/FUL regarding 1 Burlington Grove, the City Council be informed that the Town Council would support the application although it endorsed the views of the Highways Authority and requests that these be considered by the Planning Authority prior to approving the application.
 - (k) Agree that in respect of Application No. 17/01495/FUL regarding the Sea Wall, the City Council be informed that whilst the Town Council would support this application it remained very disappointed that the sea wall development would result in the loss of the former toilet block building opposite Regent Road, and that given the nature of the town, the Town Council request that the building be replaced with a smaller more modern toilet facility together with space for an appropriate commercial outlet to be included similar to that at the Clock Tower toilets.
 - (l) Agree to make no other comments in respect of all other Planning Applications considered.
 - (m) Make no other comments in respect of the above planning applications considered on 5th December 2017 and 10th January 2018.
 - (n) Request a City Council Enforcement Officer to attend a future meeting of Council to discuss the important issues regarding enforcement of HMO's.
- (2) That the Council writes to Lancaster City Council regarding the previously approved 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 as in the opinion of the Council it had been approved without relevant conditions to control/prevent/reduce anti social behaviour occurring around this development, and given the complaints being made to the Police by local residents, the Planning Enforcement Team be requested to consider putting measures in place to ensure an adequate Management Plan was in a place to

deal with ASB and unsatisfactory behaviour which was now causing disruption to neighbours and to provide a named contact in respect of the management of the establishment, which members of the public could contact.

(3) That in respect of Morecambe in Bloom agree to:

- (a) The Presentation evening be held at Morecambe Football Club on 5th October 2018.
- (b) Each school that entered Morecambe in Bloom receives £50 voucher towards gardening equipment, to be funded from the Morecambe in Bloom budget.
- (c) Organise a Schools Presentation Event in September 2018, to be funded from the Morecambe in Bloom budget.
- (d) The Council continuing to engage with Lancaster City Council to enhance the town's entry in the NW in Bloom Competition 2018.
- (e) The Council engages as many community Groups as possible to enhance the town's entry within NW in Bloom 2018.
- (f) Authorise the Clerk to proceed with a Hanging Basket project for businesses in conjunction with Morecambe BID, including discussions with West End businesses re the establishment of hanging baskets on West End businesses and the sourcing of larger and more colourful baskets compared to those provided in 2017.
- (g) Authorise the Clerk to advise the Morecambe Bloomers, that funds would be available within the Morecambe in Bloom budget to support any potential projects they could realistically achieve subject to Council approval and cost, and that should the proposal in the draft budget to use the Community Improvement Fund for two Community Gardens be approved, then the Bloomers Group be asked to consider whether it could design, build and manage one of the Community Gardens.

- (4) That in respect of the petition received from the Friends of Poulton Park the authors of the petition be informed that whilst the Council remained sympathetic to their aims and objectives, at this stage it could only offer to lend its support to the petition as the land in question belonged to Lancaster City Council.
- (5) That Council be recommended to note the comments of the City Council and take no further action at this stage regarding the questions received from a member of the public regarding the collection of recycled waste.
- (6) That the response to the City Councils Open Space consultation which expressed concerns that there was currently insufficient open/green space in the Morecambe Parished area and submitted by the Planning Development and Environment Committee and the Clerk be noted.

Councillors June Ashworth, Bates, Clift and Cozler returned to the meeting at this point.

57. Finance and Management Committee

The Council received the minutes of the Finance and Management Committee from its meeting held on 8th January 2018 and considered its recommendations in respect of the following items:

- (a) Payments and Receipts Schedule

- (b) Budget 2017/18 Update
- (c) Interim Internal Audit Report
- (d) Reserves Policy
- (e) Budget 2018/19

With regards to the Budget for 2018/19, the minutes of the Finance and Management Committee presented stated the following:

The Clerk advised that the Council must set a budget no later than 2nd February 2018 (the date set by the City Council for Parish Councils to inform the City Council of the amount of precept required for 2018/19) and therefore needed to finalise a budget at the Council meeting to be held on 18th January 2018 or arrange a further meeting of Council between 18th January and 1st February.

The City Council had informed the Council that the Council's Tax Base for 2018/19 would be 9,603.95. Against a nil percent increase this would give a precept of 9,603.95 x £19.59 = £188,141.38.

In 2017/18, the precept was £186,415.69 and this therefore represented a small increase due to the tax base increasing from 9,515.86 in 2017/18.

The starting point for preparing the budget should be factoring into a draft budget the cost for undertaking the priority issues agreed in the Council's Strategy at its meeting on 16th November 2017.

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

Table 1 sets out the draft Staffing and Administration budget for 2018/19.

Table 1 – Draft Staffing and Administration Budget 2018/19

ITEM	2017/18	Estimated outturn at 31 st March, 2018	Draft 2018/19
Staffing (see Note 1)	50,800.00	53,200.00	55,300.00
Staff Travel Expenses (See Note 2)	0	0	0
Town Council Office Rent (See Note 3)	3,850.00	3,850.00	3,850.00
Photocopier Charges	1,500.00	1,400.00	1,500.00
Hire of Rooms (meetings)	1,100.00	1,100.00	1,100.00
Subscriptions (See Note 4)	700.00	715.80	730.00
Telephone	460.00	400.00	420.00
Postage, Printing and Stationery	600.00	500.00	550.00

Accountancy and Audit (See Note 5)	1,500.00	1,260.00	1,400.00
Insurance (See Note 6)	700.00	727.74	800.00
Council Tax	0	0	0
Website (see Note 7)	300.00	300.00	300.00
Legal Expenses (See Note 8)	500.00	0	500.00
Bank Charges	240.00	240.00	240.00
TOTAL	62,250.00	63,693.54.00	66,690.00

Note 1: Staff are currently on Local Government standard contracts and paid using the Local Government pay scales. Both contracts are on a scale, which allows an annual increment through a pay scale until the top of the scale is reached. The salaries figure in Table 1 for 2018/19 assume both staff advanced to the next increment. The figure also includes the employer's National Insurance and any pension contributions.

Note 2: The Council has an agreed scheme, and any claims are currently funded from within the Salaries budget.

Note 3: The Town Council office rent was reviewed by our landlord, the City Council and set at £3,850 until May 2017. The current lease ends in May 2017 and continued use of the current office space will then be subject to negotiation with the City Council.

Note 4: Subscriptions are the cost of the Clerk being a member of the Society of Local Clerks, which provides weekly updates on legislation etc. and provides an online and telephone help service during the working week on all procedural and legal issues. This budget also includes the cost of all the security measures for the Council's computers. The budget also funds the costs of maintaining the licenses protection and backup systems for the Council's computers.

Note 5: Audit and Accountancy pays for the annual external and internal audit costs which are a legal requirement and includes the costs of the Council's Accounting system.

Note 6: The draft suggests an increase to the current budget level, as it is likely that additional projects will require additions to our current Insurance Policy.

Note 7: The costs are for the annual hosting fee of £150 and a small additional amount to protect the Council's position for any repairs required or additions required that staff are not trained or skilled to undertake.

Note 8: It would be prudent to maintain this small budget as the Clerk is not a qualified lawyer, and although legal advice if required may be obtained from the Clerk's professional body, internal audit advice remains that this would be prudent in helping to minimise the risks to the Council.

Table 2 sets out the position regarding the current year's budget and forecast out turn at the end of the current year i.e. 31st March 2018.

Table 2

	2017-18	2017-18	2017-18	2018-19
Morecambe Town Council Budget 2017/18 and <u>DRAFT</u> Revenue Budget 2018/19	Budget	Spend to Date (31/12/2017)	Forecast Outturn at 31/3/2017	Draft Budget
EXPENDITURE	£	£	£	£
Staff and Administration	62,250.00	43,031.56	63,693.54.00	66,690.00
Training	1,000.00	175.00	1,000.00	1,000.00
Festivals	55,000.00	29,158.06	55,000.00	55,000.00
Community Grants	6,496.25	2,511.90	4,511.90	5,000.00
Section 137 Expenditure	1,800.00	1,177.83	1,177.83	600.00
Youth Council	1,000.00	0	0	0
Christmas Lights	7,000.00	7,012.47	7,012.47	6,000.00
Morecambe in Bloom	3,000.00	2,541.11	3,000.00	3,000.00
Community Events	300.00	0	0	300.00
Toilets Refurbishment	12,844.50	12,836.97	12,844.50	0
Toilets Management	9,000.00	5,265.90	7,500.00	7,000.00
Environmental Enforcement Officer	12,000.00	50.94	12,050.94	12,500.00
Anti-Social Behaviour Officer	14,000.00	14,000.00	14,000.00	14,000.00
SpID	3,750.00	2,742.58	2,742.58	0
Newsletter	4,000.00	1,300.00	1,300.00	4,000.00
CCTV	5,000.00	0	5,000.00	5,000.00
School Parking	3,000.00	0	0	0
War Memorial	11,548.28	1,620.00	1,620.00	10,000.00
Morecambe Station Grant	3,245.00	2,245.00	3,245.00	0
Portas Town Team	0	234.00	234.00	0
Arts Council Grant re Street Art (Portas)	4,571.84	2,450.00	4,571.84	0
Poulton Residents Association	527.67	0	527.67	0
Community Improvement Fund	7,000.00	0	0	7,000.00
By Election Fund	12,000.00	0	12,000.00	6,000.00
Community Centre and Town Council Office Funds	55,000.00	0	0	55,000.00
Asset Replacement Fund	9,000.00	0	0	9,000.00
Town Council General Reserves	9,000.00	0	0	14,000.00
Growth Reserve Fund	19,000.00	0	0	19,000.00
Totals	332,333.54	128,353.32	213,032.27	300,090.00

Based on the figures in Table 2, the following projections may be made in respect of the year end position at 31st March 2018:

Estimated total budget (including reserves):	£325,333.54
Estimated outturn at 31 st March 2018	£213,032.27
Actual spend to 31/12/2017:	£128,353.32
Funds Required to fund remaining estimated budget 2017/18 on estimated year end outturn:	£ 84,678.95
Funds available to spend:	
Amount in Bank Account available to spend at 31/12/2017: (net of uncashed cheques)	£195,172.20
Quarter 3 VAT to be reclaimed	<u>£ 1,110.00</u>
Total	£196,282.20

Based on the actual funds currently in the Council's bank Accounts and those required to fund the estimated outturn at 31st March, the estimated funds available to carry forward to 2018/19 were **£111,603.25**.

From the estimated carried forward sum above of £110,493.25 it had been assumed that the following would be carried forward to 2018/19 in Table 2:

Community Centre and Town Council Office Fund	-	£55,000.00
War Memorial Fund projected balance at year end	-	£ 9,928.28
Asset Replacement fund projected balance at year end	-	£ 9,000.00
Reserves Fund projected balance at year end	-	£ 9,000.00
Growth Reserve Fund	-	£19,000.00
Morecambe in Bloom - funds remaining after taking into income from presentation night	-	£ 1,500.00
Community Improvement Fund	-	£ 7,000.00
Total	-	£110,428.28

Therefore, the estimated amount to be carried forward of uncommitted expenditure would be **£1,174.97**

If the Council approved a nil percent precept increase/decrease the total funds available to allocate, therefore, for the 2018/19 budget would be £301,174.63 (precept plus carry forward plus estimated income from toilets and bank interest). The carry forward items above (if agreed) and the committed items set out below would need to be included within this amount.

The final column of Table 2 sets out a suggested draft budget from which to begin the process of determining the 2018/19 budget.

The committed/necessary funds within the draft 2018/19 budget were:

Festivals	A provisional budget of £55,000.00 was set by Council and this has been allocated, including an amount for publicity.
Staffing/Administration	See draft budget in Table 1
Toilet Management	£7,000.00 based on previous decisions to open toilets 60 days per year and experience gained from costs/income in 2017/18.

The total draft budget in Table 2 was £300,090.00 and £1,084.00 below the estimated total funds available.

With regards to Morecambe in Bloom it was suggested that the Council policy must be to ensure that the Presentation Night breaks even, and that the funds within the budget were utilised in association with the community to enhance Morecambe's appearance e.g. an annual planting type project. The town achieved a gold standard in 2017 and every effort should be made to maintain this.

In considering the draft budget against the priorities, the Clerk advised that the funds available above the precept i.e. £111,603.25 were not recurring funds, and careful consideration should be given to their use, in order that the community's expectations were not raised as to year on year service delivery that could not be realistically achieved, and any recurring revenue costs created by projects.

The Clerk reminded the Committee that the Council would once again spend above its precept level despite the amount of budget underspend. Given rising costs in many areas, the Council needed to be very prudent and strategic in setting future budgets, given the Council's long term desire not to increase Council Tax. As well as the Council's own Staffing and Administration costs, costs such as the ASB Officer, Environmental Enforcement Officer and Toilet cleaning costs etc. were likely to rise beyond the coming year.

It would be necessary to include an amount of at least £6,000 for the Election fund in the 2018/19 revenue budget as the current budget was likely to be fully spent once the City Council invoiced the Council for elections held in 2017/18 and given recent Audit advice it was imperative that the Council plans for at least one By-Election per annum. In 2018/19 it should be noted that no By-Elections would be permitted within 6 months of the Elections to be held in May 2019, and hence any resignations from Council after early November 2018, would not result in a By-Election.

The Christmas Lights budget could be reduced to £6,000 as the Council's three year lease of lights on Pedder Street had now ended.

Committee/Group/Councillor requests

The following requests for consideration had been received from individual members and other Committees:

- To support the Holiday Meals scheme at Morecambe Bay Primary School. I have already emailed you on this subject.

- To consider the possibility of establishing 'emergency centres' - *Regarding this item, the Clerk has met with the City Council's Emergency Planning Officer, and a sum of £2,000.00 would potentially allow two Emergency Centres to be established in Morecambe, where provision is still very small given the size and density of the population.*
- The Community Safety Committee has requested a sum of £5,000.00 to be included within the 2018/19 budget to allow an appropriate ASB intervention project to be undertaken. - *At this stage it is not possible to cost this or determine whether grants could be applied for without knowing the nature of the project.*

Reserves

The Internal Auditor had recommended that the Council reviews its reserves and agrees a policy for this. A draft policy was discussed see minute No. 32.

Within Table 2 – reserves are estimated at:

Community Office Fund	-	£55,000.00
Asset Replacement Fund	-	£ 9,000.00
General Reserves	-	£ 14,000.00
Growth Reserve Fund	-	£ 19,000.00
Election Fund	-	£ 6,000.00

This would give a total of £103,000.00 which would follow the Council's new policy should the draft be approved and should satisfy the Auditor.

However, it would be advisable to clarify exactly what the General Reserve and Growth Reserve Funds should fund.

The Responsible Finance Officer (RFO) advised that the General Reserve fund would be to meet matters such as employment of temporary staff in the rare event of both staff being on long term sick leave and any other matter that would not be covered by the Asset Replacement Fund.

The RFO was of the view that the General Reserve should be increased to £14,000.00 (an increase of £5,000) for 2018/19, to cover (however unlikely) 3 months' salary costs. This increase could be met from carry forward.

After a long debate, Councillor Brendan Hughes, seconded by Councillor Janice Hanson proposed:

"That the Council approves a precept for 2018/19 at £19.59 per Band D equivalent, which would raise funds of £188,141.38 and represent no increase on Council Tax from 2017/18, and approves the following budget for 2018/19":

Morecambe Town Council Budget <u>DRAFT</u> Revenue Budget 2018/19	
RECURRING ITEMS	
EXPENDITURE	£
Staffing and Administration	66,690.00
Training	2,000.00
Festivals	55,000.00
Community Grants	5,000.00
Section 137 Expenditure (Remembrance Day Wreath, Community Awards and Armed Forces Grant of £1000)	1,200.00
Christmas Lights	6,000.00
Morecambe in Bloom	3,000.00
Community Events	300.00
Toilets Management	7,000.00
Environmental Enforcement Officer	12,500.00
Anti-Social Behaviour Officer	14,000.00
Newsletter	4,000.00
CCTV	5,000.00
By Election Fund	6,000.00
Totals	187,690.00

and

Morecambe Town Council Budget <u>DRAFT</u> Capital Expenditure and One Off Projects Budget 2018/19	
Projects	£
War Memorial Fund	9,928.28
Community Garden Fund	7,000.00
Mobile CCTV Cameras – taken from the Growth Reserve Fund	3,000.00
Project to help tackle Social deprivation/social isolation – to be delivered over 2 years via service level agreements and aimed at families and the elderly – to be funded using powers available to the Council under Section 137 of the Local Government Act 1972, with the funds being taken from the Growth Reserve Fund	9,000.00
Morecambe in Bloom – additional funding brought forward from 2017/18	1,500.00
Purchase of second SpID and mounting plates to enable the SpID to be positioned on both sides of each targeted road	2,507.42
Reserves	
Office Fund	55,000.00
Asset replacement Fund	9,000.00
General Reserves	9,000.00
Growth Reserve Fund	7,000.00
Totals	112,935.70

After many questions were put to the proposer Councillor R. Dennison, seconded by Councillor J. Ashworth proposer:

“That the Council approves a precept for 2018/19 at £19.59 per Band D equivalent, which would raise funds of £188,141.38 and represent no increase on Council Tax from 2017/18, and approves the following budget for 2018/19”:

Budget Head	Budget 2018/19 (£)
Annual Precept	-
Salaries 1	55,300.00
Town Council Office Rent 1	3,850.00
Photocopier Charges 1	1,500.00
Hire of Rooms (Meetings) 1	1,100.00
Subscriptions 1	700.00
Telephone 1	460.00
Postage, Printing and Stationery 1	600.00
Accountancy and Audit 1	1500.00
Insurance 1	800.00
Website 1	300.00
Legal Expenses 1	500.00
Training 2	2,000.00
Festivals 3	23,700.00
Community Grants	5,000.00
Community Centre and Town Council Office Funds 4	2,000.00
Section 137 Expenditure	100.00
By-Election Fund 5	6,000.00
Bank Interest	-
Bank Charges	250.00
Youth Council	0
Christmas Lights 6	5,000.00
Morecambe in Bloom	3,000.00
Community Events	0
Toilets Management 7	6,500.00

Budget Head	Budget 2018/19 (£)
Asset Replacement Fund 8	0
Environmental Enforcement Officer	12,500.00
Anti-Social Behaviour Officer	14,000.00
Contribution to PCSO's 9	22,000.00
SpID 10	2,500.00
CCTV 11	5,000.00
School Parking	0
Newsletter	0
War Memorial 12	0
Town Council Reserves 13	6,000.00
Emergency Centres 14	2,000.00
Funding towards an ASB Intervention project 15	3,000.00
Neighbourhood Plan 16	1,000.00
Totals	188,160.00

Notes to Councillor Dennison's proposed budget:

The draft budget would leave £5,445.00 of unallocated expenditure should the tax base remain identical to this year and the same amount of Council Tax precept was raised.

1. Staffing and Admin costs are still to be calculated and estimated.
2. Training – additional training for staff was required regarding the FOI Act – this was estimated at £1,200.00 to allow each member of staff to attend two separate day courses each at a cost of £299 per day and hence the proposed budget increase.
3. The Festivals budget would be reduced to £23,700.00 with the funding currently agreed for Catch the Wind (£4,500) and Vintage (£16,000) being ringfenced within this amount. This would leave an amount of £3,200.00 to be re-allocated.
4. The Community Centre and Town Council Office fund only shows £2,000 of expenditure as the fund of £55,000.00 is already in the Council's accounts, and only £2,000 would be required from the 2018/19 precept to increase the fund to £57,000.00.
5. The By-election fund for 2017/18 will probably be fully spent once the invoice from the Returning Officer are received for the elections held in May and November

2017 respectively. The contribution from the precept for 2018/19 would be to cover the cost of one by-election.

6. The Christmas Lights contribution for 2018/19 would be to continue the partnership working with Morecambe BID.
7. Toilets – the management budget to include the investigation and possible purchase of a device to automatically drain the system on a timer basis to meet the legionella risk assessments. The income shown would help to offset costs. This income projection is based on income generated in 2017/18 for the 60 days opening.
8. The Asset Replacement Fund of £9,000.00 would remain in the accounts and be carried forward.
9. It is proposed to reintroduce funding towards PCSO's within the town. The contribution of £22,000.00 would support the provision of two additional officers based at Morecambe Police Station with the proviso that both officers work with the City and Town Council ASB Team up to 10 p.m. to ensure a coordinated and integrated service to the residents of Morecambe. This costing has been provided by the Chief Finance Officer at the Police and Crime Commissioner's Office.
10. The amount for the SpID would be to purchase a second SpID to allow the device to be displayed in both directions on the targeted roads.
11. The CCTV contribution in 2017/18 was £5,000.00 to help preserve CCTV within Morecambe. It is assumed this is a year on year contribution, although confirmation of this is awaited.
12. The War Memorial Fund would have £10,000.00 in current funds to carry forward and requires no contribution from the 2018/19 precept unless there is a desire to increase the Fund. The fund would assist in Phase 1 of the refurbishment of the War Memorial Area including the Burma Star memorial.
13. Town Council reserves currently stand at £9,000.00 and this would be carried forward. Following the Auditor's advice, it is proposed to increase reserves to £15,000.00 and hence a contribution of £6,000.00 would be required from the precept in the 2018/19 budget.
14. In response to Storm Desmond in 2015 and recent flooding across the District, this proposal would commence the process of providing a more robust system for dealing with emergency within the Town Council's area i.e. the establishment of two further emergency rest centres.
15. The Community Safety Committee resolved in November to ask the Council to make funds available totalling £5,000 in 2018/19 to fund an appropriate ASB Intervention project. the nature of the project has not yet been discussed and the Town Council is waiting details of a recent study commissioned by Lancaster City Council which we understand will make suggestion/recommendations regarding such projects. The MBI Group are of the view that at this stage, whilst tackling ASB is a priority, the Council should not be committing £5,000 as the Council has yet to be given the evidence that such projects are required, and it would be unlikely that any project could be implemented at the start of the 2018/19 financial year plus it should be possible to apply for other external funding to assist in providing an appropriate Intervention project.
16. Neighbourhood Plan – funds to support the development of the Neighbourhood Plan i.e. room hire, consultation expenses.

Following a lengthy debate, the Council voted on the proposed budget put forward by Councillor Dennison, seconded by Councillor June Ashworth.

On being put to the vote, 6 members voted for the proposal, 13 against and there were 2 abstentions, whereupon the Chairman declared the proposal to be lost.

In accordance with Standing Orders a recorded vote in respect of the substantive motion regarding the Budget 2018/19 i.e. the proposal put forward by Councillors Brendan Hughes and Janice Hanson was requested by Councillors J. Ashworth and R. Dennison.

On being put to the vote the votes recorded in respect the recommendation regarding the Budget 2018/19 as put forward by Councillors Brendan Hughes and Janice Hanson were as follows:

For the Proposal (13)

Councillors Bates, Clifford, Clift, Cozler, Janice Hanson, John Hanson, Hutton, Brendan Hughes, Liam Hughes, Metcalfe, Pattison, Pilling and Whitaker.

Against the Proposal (6)

Abstentions (2) Anderson, A. Ashworth, J. Ashworth, Boyd-Power, Cleet and R. Dennison.

Councillor Ogden and Page.

The chairman therefore declared the proposition to be carried

Resolved:

- (1) That the Payment and Receipts Schedule for the period 1st November to 31st December 2017 as submitted by the Finance and Management Committee be noted.
- (2) That in respect of the 2017/18 Budget the following be agreed:
 - (a) Note the position regarding the Budget as at 31st December 2017 submitted by the Finance and Management Committee.
 - (b) Note the position regarding the Salaries as submitted by the Finance and Management Committee.
 - (c) To organise Code of Conduct Training for all members which would be mandatory for members who had not previously attended such training and that the Clerk obtains at least one other quotation to ensure best value was obtained.
 - (d) The Assistant Clerk to attend the A-Z FOI training and both the Clerk and Assistant Clerk to attend the FOI training course entitled "The Exemptions" as set out in the report.
- (3) That in respect of the interim Internal Audit report 2017/18 the following be agreed:
 - (a) Note the Interim Internal Auditor's report.
 - (b) Agree that the Clerk undertakes a weekly check of the Council's IT backup systems.

- (c) Agree to proceed with the Payment Card method, subject to the Council's bank being able to provide a suitable card and the Clerk reporting to Council how this would operate.
- (4) That the Reserves Policy as submitted by the Finance and Management Committee be approved.
- (5) That the basis for setting the 2018/19 budget to be a nil percent increase on the 2017/18 Council Tax.
- (6) That the following revenue budget for 2018/19 be set:

Morecambe Town Council Budget Revenue Budget 2018/19	
RECURRING ITEMS (to be funded from the 2018/19 precept	
EXPENDITURE	£
Staffing and Administration	66,690.00
Training	2,000.00
Festivals	55,000.00
Community Grants	5,000.00
Section 137 Expenditure (Remembrance Day Wreath, Community Awards and Armed Forces Grant of £1000)	1,200.00
Christmas Lights	6,000.00
Morecambe in Bloom	3,000.00
Community Events	300.00
Toilets Management	7,000.00
Environmental Enforcement Officer	12,500.00
Anti-Social Behaviour Officer	14,000.00
Newsletter	4,000.00
CCTV	5,000.00
By Election Fund	6,000.00
Totals	187,690.00

and

Morecambe Town Council Budget Capital Expenditure and One Off Projects Budget 2018/19	
Projects	£
War Memorial Fund	9,928.28
Community Garden Fund	7,000.00
Mobile CCTV Cameras – taken from the Growth Reserve Fund	3,000.00
Project to help tackle Social deprivation/social isolation – to be delivered over 2 years via service level agreements and aimed at families and the elderly – to be funded using powers available to the Council under Section 137 of the Local Government Act 1972, with the funds being taken from the Growth Reserve Fund	9,000.00
Morecambe in Bloom – additional funding brought forward from 2017/18	1,500.00
Purchase of second SpID and mounting plates to enable the SpID to be positioned on both sides of each targeted road	2,507.42
Reserves	
Office Fund	55,000.00
Asset replacement Fund	9,000.00
General Reserves	9,000.00
Growth Reserve Fund	7,000.00
Totals	112,935.70

Note: Total projected spend (including Reserves) would be £300,625.70

- (7) That Lancaster City Council be informed that the Town Council's precept for 2018/19 would be £188,141.38 representing a charge of £19.59 per Band D equivalent property.
- (8) To request the Clerk to enter discussions with Morecambe BID, Lancaster City Council and other Community Groups regarding the provision of additional Emergency Centres in Morecambe and researching the availability of funding to assist in setting up additional Emergency Centres.

58. Community Governance Review

The Council were informed that Lancaster City Council had launched the first stage of a review into the District's Parish arrangements. The Lancaster District currently had 31 Parish Councils and a further seven parish meetings.

Using a process known as a Community Governance Review, the City Council was looking to establish whether the current arrangements were fit for purpose or could be improved.

The aim was to ensure that all areas had improved community engagement, more cohesive communities, better local democracy and a more effective and convenient way to deliver local services.

The first stage of the year long process was to establish the issues that residents and organisations wanted to be considered during the review.

The types of issues that could be considered by a Community Governance Review were:

- Creation of a Parish
- Name of a Parish
- Establishment of a separate Parish Council for an existing Parish
- Alteration of boundaries of existing Parishes
- Abolition of a Parish
- Dissolution of a Parish Council
- Changes to electoral arrangements of a Parish Council
- Whether a Parish should be grouped under a common Parish Council or de-grouped.

During the debate, it was proposed by Councillor Janice Hanson and seconded by Councillor Brendan Hughes:

“That the number of Town Council wards be reduced from 11 to 8, by merging the three small wards of Lowlands Road, Lune Drive and Out Moss Lane to be merged into larger wards i.e. Lowlands Road into Westgate, Lune Drive into Torrisholme and Out Moss Lane into Poulton, with the total number of Councillors being retained at 26, by adding one Councillor to each of the Poulton, Torrisholme and Westgate wards in order to improve the Councillor Elector ratios more evenly across all wards.”

By way of a friendly amendment, Councillor Dennison proposed and seconded by Councillor June Ashworth:

“That the number of Councillors be reduced to 24, with Lune Drive and Out Moss Lane wards being merged into Torrisholme and Poulton Wards to try and keep the Councillor Elector ratio more even.”

Councillor Janice Hanson indicated that she would not accept the friendly amendment on the basis that she believed the total number of Councillors should be retained at its current level of 26.

Councillor Ogden proposed by way of a friendly amendment:

“That the name of the current Westgate Ward should be changed to Westgate Lancaster Road Ward, to reflect the actual area of town it covers.”

Councillor Janice Hanson accepted the friendly amendment.

The Council then voted on the amendment proposed by Councillor Dennison. This was lost by 13 votes to 6 with 1 abstention.

The Council then voted on Councillor Janice Hanson’s proposal plus Councillor Ogden’s friendly amendment.

The proposal was agreed unanimously.

Resolved:

That in response to the Community Governance Review consultation, the City Council be informed that the Town Council requests the following changes to be made to its ward structure, to improve Councillor to Elector ratios, and thus spreading more evenly the workload of all 26 elected members of Morecambe Town Council:

- (1) The Town Council to continue with 26 elected members;
- (2) The three small wards of Lowlands Road, Lune Drive and Out Moss Lane to be merged into larger wards i.e. Lowlands Road into Westgate, Lune Drive into Torrisholme and Out Moss Lane into Poulton on the basis that this would even out the average number of electors that each Town Councillor represented;
- (3) If the proposed changes in (2) above were made the new ward structure of the Town Council and numbers of Councillors per ward would be as set out below (based on Electorate figures provided by the Electoral Registration Officer on 18th January 2018)

Ward	Electorate	Number of Councillors	Ratio of Councillors: Electors
Bare North	3,089	3	1:1030
Bare South East	1,303	1	1:1303
Bare South West	1,274	1	1:1274

Harbour	5,502	5	1:1100
Heysham North	2,737	3	1:912
Poulton	3,844	4	1:961
Torrisholme	3,822	4	1:956
Westgate	4,679	5	1:936
Totals	26,250	26	1:1010

(4) The Westgate ward be renamed Westgate and Lancaster Road to reflect the actual area of town it covers.

59. Lancashire County Council Budget Consultation 2018/19

The Council considered Lancashire County Council's consultation regarding their budget proposals for 2018-19.

Resolved:

That the following comments be forwarded to Lancashire County Council regarding its budget proposals for 2018/19:

- Following the appointment of a new Chief Executive on a salary that Town Councillors believe to average more than £1,000 per day whilst there are proposals to cut frontline services to vulnerable people e.g. social care does not seem appropriate and fair to the many residents across Lancashire who need care etc.
- Whilst the Town Council welcomes libraries being kept open, the budget proposes a significant reduction in expenditure on books and e-books which will further undermine the quality of service offered by the libraries;
- The Town Council welcomes the continuation of bus services at the proposed levels but believes the value of this service is being severely undermined by the proposal to reduce funding for the provision of timetables in bus shelters. This severely reduces the quality of service to many people. Not everyone has access to the internet e.g. elderly people who rely on their local service;
- The proposed reduction in the budget for disabled transport is not acceptable given the level of need in Morecambe and throughout the County. The proposal to double the charge to NOW card holders using the bus before 9.30 a.m. seems disproportionate. Many NOW card holders are vulnerable

people on low incomes, and sometimes cannot avoid using an early service e.g. to attend a hospital or doctors' appointment. The Town Council also understands that you may be proposing to make an initial charge for a NOW Card, which again would be an attack on elderly, vulnerable and needy people across the County.

- The proposal to reduce Social Care by a total of £45m causes the Town Council grave concern, given the demographics of not only Morecambe but the whole County and would urge you to reconsider these proposals which again will undermine vulnerable and elderly persons across Lancashire.

Adjournment of the Meeting

With the agreement of Council, the Chairman adjourned the meeting at 9.40 p.m.

The meeting will be reconvened at a date to be agreed (but prior to the next scheduled meeting of Council on 15th March 2018) to consider Items 7 and 10 on the Agenda regarding:

- Review of Public Participation
- Management of Staff

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

Minutes of the Reconvened Meeting of Morecambe Town Council held on Wednesday 7th February 2018 at 7.00 p.m. at Morecambe Town Hall

Present: Councillors: T. Anderson, Alex Ashworth, J. Bates, V. Boyd-Power, S. Burns, R. Cleet, I. Clift, G. Dennison, R. Dennison, John Hanson, P. Heath, D. Hutton, and J. Pilling

Officers in Attendance:

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

60. Election of Chairman for the Meeting

Resolved:

That in the absence of both the Chairman and Vice Chairman, Councillor Heath be elected as Chairman for the meeting.

61. Apologies for Absence

Councillors June Ashworth, T. Brown, D. Clifford (Chairman), L. Davies, Janice Hanson (Vice Chairman), B. Hughes, L. Page, M. Pattison and D. Whitaker

62. Declarations of Interests

There were no declarations of interest.

Councillor Pattison arrived just before the end of the consideration of Minute No. 63.

63. Review of Public Participation at Council Meetings

Under the Public Bodies (Admission to Meetings) Act 1960, the public had a statutory right to attend meetings of a Town/Parish Council and its Committees, although they have no right to participate in a meeting, unless permitted to do so by the Council.

The current process for public participation is set out in the Council's Standing Orders (agreed on 16th June 2011) at Standing Order No. 1 (e) – (l). The Policy was last reviewed by Council in July 2014 (Minute No. 25 (9) 2014/15 refers), which introduced the part of the policy which permits members of the public to address Council only on issues which were included on the agenda for the Meeting.

At Council on 16th November 2017 it was agreed that the current process of public participation should be reviewed.

The report set out a suggested revised process, which had been prepared by the Clerk based on the comments made by Councillors during the meeting of Council on 16th November 2017.

Resolved:

That the current public participation policy be retained and not amended.

Councillors Brown and Whitaker arrived during consideration of Minute No. 64

64. Management of Staff

The Council reviewed its arrangements for the management of its two members of staff.

The issues considered were:

- (a) Daily Line management of the Clerk.
- (b) Line management of the Assistant Clerk.
- (c) Weekly supervision/management meetings with the Clerk.
- (d) Appraisal of the Clerk. The last appraisal was undertaken on 25th July 2017 and therefore a half yearly appraisal was overdue.

Resolved:

- (1) That the Council reaffirms that the Clerk's daily Line Manager to be the Chairman of the Council and the Vice Chairman in the Chairman's absence.
- (2) That the Clerk undertakes the line management responsibility for the Assistant Clerk.
- (3) That the Clerk receives a formal weekly/supervision management meeting on at least a two weekly basis from either the Chairman or Vice Chairman of the Council.
- (4) That the Clerk's half yearly appraisal be held as soon as possible, and the Clerk to agree a suitable date with all members of the Appraisal Panel.

The meeting ended at 7.30 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

8th February 2018

MORECAMBE TOWN COUNCIL

Minutes of the Extraordinary Meeting of Morecambe Town Council held on Wednesday 7th February 2018 at 7.35 p.m. at Morecambe Town Hall

Present: Councillors: D. Clifford (Chairman) (arrived at 7.50 p.m. and took the Chair from Minute 68 onwards), Janice Hanson (Vice Chairman), T. Anderson, Alex Ashworth, June Ashworth (arrived at 7.45 p.m.), J. Bates, V. Boyd-Power, T. Brown, S. Burns, R. Cleet, I. Clift, G. Dennison, R. Dennison, P. Heath, John Hanson, B. Hughes, D. Hutton, M. Pattison, J. Pilling and D. Whitaker

Officers in Attendance:

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

Councillor Janice Hanson as Vice Chairman took the Chair at the start of the meeting in the absence of the Chairman.

65. Apologies for Absence

Councillors C. Cozler, L. Davies, L. Hughes, T. Metcalfe and L. Page

66. Declarations of Interests

Councillors June Ashworth, Brown, Clift, Janice Hanson, B. Hughes, M. Pattison and D. Whitaker declared a personal interest in Minute No. 68 regarding Lancaster City Council's consultation in respect of car parking charges and left the meeting during consideration of the item.

At this point the meeting adjourned to allow public participation

67. Public Participation

One member of the public addressed the Council:

Mr Williams

Mr Williams read out a statement which included the text of former Councillor Barber's resignation letter and indicated that he believed she had been treated badly by the Council and that she was a true public servant.

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

Councillors Brown, Clift, Janice Hanson, B. Hughes, M. Pattison and D. Whitaker left the meeting at this point as they had declared a personal interest in Minute No. 68 regarding the Consultation by Lancaster City Council in respect Car Parking Charges.

Councillor June Ashworth arrived during the consideration of Minute No. 68 (7.45 p.m.) and declared a personal interest and left the meeting as she was a member of Lancaster City Council.

Councillor Heath was elected as Chairman for the consideration of Minute No. 68 in the absence of the Chairman and Vice Chairman

68. Consultation Re Lancaster City Council Car Parking Charges

Lancaster City Council wrote to the Town Council on 22nd January 2018 setting out the relevant options that its Cabinet would be considering in respect of Car Parking charges for 2018/19 and had invited the Town Council to comment by 9th February 2018.

The proposals being considered by Lancaster City Council Cabinet on 13th February 2018 which the Town Council had been consulted on were:

“Annual Review of Parking Fees and Charges 2018/19

Draft Recommendations

That Cabinet considers the following options as part of the annual review of car parking fees and charges for 2018/19: -

- 1. Option 1 – That Cabinet recommends its preferred option for the general tariff increases outlined in Options 1A, 1B and 1C and TABLE A of this report, on all main car parks in Lancaster and Morecambe and Williamson Park*
- 2. Option 2 – That Cabinet considers whether to introduce evening parking charges in Morecambe, and if so to what extent.*
- 3. Option 3 – That Cabinet considers its policy on Free Christmas Parking*
- 4. Option 4 – That Cabinet increases all Car Park Permits by 3%*
- 5. Option 5 – That formal management and parking charges are introduced on St George’s Quay car park as outlined in TABLE C*
- 6. Option 6 – That 7 designated car parking spaces are introduced on Cable Street Car Park when the car park is extended*
- 7. Option 7 – That formal management of Friars Passage Car Park is reintroduced*
- 8. That the Off Street Parking Places Order is amended at the earliest opportunity to implement the changes outlined in Options 5, 6 and 7*

1 Proposal Details and Options

Off Street Parking Charges (Generally)

Option 1 - Off Street Parking Charges

To consider a range of options for car parking fees and charges for 2018/19 as outlined below and in TABLE A to support the ongoing management of car parks and the wider objectives of the Council:-

Option 1A – increasing the short stay 2 hour charge and other selected tariffs and freezing the 1 hour charge

Option 1B – increasing the short stay 1 hour charge and other selected tariffs and freezing the 2 hour charge

Option 1C – increasing the charges outlined in both Options 1A and 1B and freezing the remaining charges”

TABLE A Tariffs – main car parks	Current Charge	Option 1A	Option 1B	Option 1C
Short Stay Car Parks -				
Up to 1 hour	£1.40	Freeze	£1.50	£1.50
Up to 2 hours	£2.40	£2.50	Freeze	£2.50
Up to 3 hours	£3.00	Freeze	Freeze	Freeze
Up to 4 hours	£3.60	£3.80	£3.70	£3.80
Up to 10 hours	£8.00	£9.00	£9.00	£9.00
Up to 24 hours	£10.00	£11.00	£11.00	£11.00
Evening Charge (Lancaster)	£1.50	Freeze	Freeze	Freeze
Long Stay Car Parks -				
Up to 1 hour (Festival Market)	£1.20	Freeze	£1.30	£1.30
Up to 1 hour	£1.40	Freeze	£1.50	£1.50
Up to 3 hours	£2.50	Freeze	Freeze	Freeze
Up to 5 hours (Lancaster)	£4.20	Freeze	Freeze	Freeze
Up to 10 hours (Morecambe)	£3.20	£3.40	Freeze	£3.40
Up to 10 hours (Lancaster)	£7.00	£8.00	Freeze	£8.00
Up to 24 hours (Lancaster)	£8.00	£9.00	£9.00	£9.00

<i>Evening Charge (Lancaster)</i>	<i>£1.50</i>	<i>Freeze</i>	<i>Freeze</i>	<i>Freeze</i>
<i>Williamson Park -</i>				
<i>Up to 1 hour</i>	<i>£1.00</i>	<i>Freeze</i>	<i>Freeze</i>	<i>Freeze</i>
<i>Full Day</i>	<i>£1.80</i>	<i>£1.90</i>	<i>£1.90</i>	<i>£1.90</i>
<i>Evening after 5.30pm</i>	<i>£1.00</i>	<i>Freeze</i>	<i>Freeze</i>	<i>Freeze</i>

Resolved:

That Lancaster City be informed that the Town Council's views in respect of the proposals for car parking charges in 2018/19 were as follows:

- (a) The Town Council fundamentally objects to Option 2 regarding the introduction of evening parking charges into Morecambe on the basis that:
 - This would have a severe and damaging effect on Morecambe's night time economy e.g. hotels, restaurants and entertainment venues who rely on free evening parking for their guests as one of their selling points to prospective clients;
 - Lancaster and Morecambe should not be treated the same as both towns have a different offer and issues facing their respective night time economies; and
 - Introducing evening parking charges would reduce further the attraction of Morecambe to prospective visitors especially as in the opinion of the Town Council car parking charges in Lancaster and Morecambe are higher than other towns nearby.
- (b) The Town Council requests the City Council to consider alternative charging methods designed to increase footfall into the town, rather than giving further negative publicity to the town by simply increasing charges and urges the City Council to consider the innovative ideas from Morecambe's competitors i.e. cheaper parking on days when car parks are often less used etc.
- (c) From the options set out within the consultation document, the Town Council's preferred option would be 1A on the basis that the long stay charges would not change and therefore this should have a minimal impact on visitors to the town.
- (d) The Town Council remains concerned about the negative impact on the town's hotel and bed and breakfast businesses of overnight parking on the Promenade by camper vans and HGV's and requests the City Council takes action to ensure that the existing byelaws to control overnight parking on the Promenade were effectively policed with appropriate action taken when necessary.

Councillor Clifford arrived after the completion of Minute No. 68 (7.50 p.m.) and took the Chair for the remainder of the meeting

Councillors June Ashworth, Brown, Clift, Janice Hanson, B. Hughes, M. Pattison and D. Whitaker returned to the meeting at this point

69. Morecambe in Bloom 2018 – Development of Commemorative Flower beds

The meeting of the Council's Planning Development and Environment Committee held on 8th November 2017 made the following recommendations to the Council:

- (a) *The Morecambe in Bloom themed category for 2018 to be “Commemorating the Centenary of the end of World War One”.*
- (b) *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.*

These recommendations were agreed by Council on 16th November 2017 (Minute No. 45(4) (g) and (h) refers).

Following these decisions, the Council discussed potential sites for the commemorative beds with the City Council and the area of grass opposite the Winter Gardens which is slightly raised and near the War Memorial was highlighted as a potential and appropriate site.

A meeting was held on 22nd January to which representatives of community groups and members of the Town Council's Planning Development and Environment Committee were invited to attend.

Community Groups invited to attend included the Army Cadets, Air Cadets, Sea Cadets, British Legion, RAF Association, Merchant Navy Association and Poppy Scatter etc. The meeting was also attended by a representative from Lancaster City Council's Gardening section.

The City Council had proposed that carpet bedding be supplied at a cost of £150 per square metre and indicated that this would last up to three years and be maintained by themselves. The Army and Air Cadets had agreed to assist the City Council in the planting of both beds at the appropriate time.

The notes of the meeting were submitted to Council with the request from the meeting that the Council proceeds with two commemorative beds as set out in the Notes of the Meeting and considers contributing funding towards the cost of both beds which would be a maximum of £4,000.00.

The Community Groups had agreed to try and obtain sponsorship towards the two proposed beds and report back to the next meeting on 26th February

Resolved:

- (1) That £4,000 be set aside from the Community Garden Budget within the 2018/19 budget towards the proposed commemorative flower beds.
- (2) That should the costs of the two commemorative gardens outlined in the report (namely the garden to commemorate the 100 years since the end of WW1 opposite the Winter Gardens and the RAF Centenary commemorative garden)

be less than £4,000, then the remainder of the sum be put towards further commemorative garden projects.

69. Date of Next Meeting

Thursday 15th March 2018 at Morecabe Town Hall commencing at 7 p.m.

The meeting ended at 8.03 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

8th February 2018

MORECAMBE TOWN COUNCIL

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Monday 12th February 2018

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

Also in attendance: Councillor R. Dennison

Officers in attendance – David Croxall (Clerk)

56. Apologies for Absence

Councillor L. Page

57. Declarations of Interest

There were no declarations of interest

58. Minutes of Meeting of Planning Development and Environment Committee held on 10th January 2018

Resolved:

That the minutes of the Planning Development and Environment Committee held on 10th January 2018 be signed as a correct record.

59. 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 10th January 2018:

Application Number	Proposal Details	Site Address
17/01490/FUL AMENDED APPLICATION	Erection of a single storey outbuilding to form a 1-bed annexe	6 Bare Avenue, Morecambe
17/01507/CU	Change of use of first and second floor maisonette (C3) to offices (B1)	Flat, 32 Northumberland Street, Morecambe
18/00032/FUL	Erection of a single storey extension to the rear	87 Fulwood Drive, Morecambe
18/00091/CU	Change of use of dwelling house into one 2-bed flat and one 3-bed maisonette (C3)	48 Chatsworth Road, Morecambe
18/00061/FUL	Erection of a rear first floor extension over existing kitchen	7 Scowcroft Drive, Morecambe
17/01030/CU	Change of use of existing storeroom/workshop at rear to one-bed flat The City Council informed the Clerk on 6 th February that this application has now been invalidated, awaiting some further information to enable the City Council to deal with it. Once this information is received, a further consultation issued.	Shoe Repairs, 93 Euston Road, Morecambe
17/01587/FUL	Installation of new shop front	Atkinson's Fish & Chip Takeaway & Restaurant, 16 - 18 Albert Road, Morecambe
18/0008/TPO	Works to various trees	9 Happy Mount Court, Morecambe
18/00051/FUL	Change of use of three retail units to a mixed-use scheme comprising restaurant (A3), bar (A4) gaming area (D2) with associated office area, and a 2-bed apartment (C3), erection of a glazed link building and first floor extension, creation of first floor roof terrace, external alterations including replacement parapet and finial detail, new glazing and cladding, removal of existing roof over walkway and resurfacing of footway, and provision of refuse store at rear	207 Marine Road Central, Morecambe (Hitchin's Building)

17/01425/FUL	Erection of a front extension, creation of 2 raised platforms and construction of a ramp	Olivet Baptist Church, Stanley Road, Heysham
18/0012/TPO	Height reduction and removal of branches to x1 sycamore tree	3 Buseph Drive, Morecambe
18/00017/FUL	Erection of dwelling and detached garage	Land Adjacent to 11 Cavendish Road, Morecambe
18/00047/FUL	Installation of replacement UVPC windows to front and side elevation	16 Clarence Street, Morecambe
18/00137/FUL	Demolition of existing building and erection of 6 dwellings with associated access and landscaping	1 - 3 Osborne Grove, Morecambe

Resolved:

That Council be recommended to:

- (1) **Agree that in respect of the amended Application No. 17/01490/FUL regarding 6 Bare Avenue the City Council be informed that the Town Council reiterates its original objection and remains concerned that the application should be for a separate dwelling house and not an annexe as a point of principle, as the original and amended proposals represent a separate building and dwelling.**
- (2) **Agree to inform the City Council that the Town Council welcomes the application in respect of Application No. 18/00051/FUL at 207 Marine Road Central, Morecambe (Hitchin's Building)**
- (3) **Agree to make no other comments in respect of all other Planning Applications considered.**

60. Morecambe in Bloom

The Clerk updated the Committee on progress regarding the organisation of Morecambe in Bloom 2018 including:

- Presentation Evening at Morecambe FC on 5th October 2018 which would include musical entertainment;
- Projects being planned by Morecambe Bloomers;
- Partnership working with Lancaster City Council including issues the Town Council would like the City Council to consider in preparing the public areas for 2018;
- Production of entry from 2018 at no cost by Bucket and Spade;
- The Schools competition 2018 had been launched and two schools had already entered;
- Application made for free wild flower kits; and

- Morecambe Station – the Welcome Sign should be erected by Network Rail in mid March with an unveiling ceremony prior to Easter.

Resolved:

That Council be recommended to note progress being made for Morecambe in Bloom 2018 and to request the City Council to consider the following:

- **Flower bed displays 2018 to have a “red” theme to link into the World War One centenary commemorations;**
- **Use plants that should survive the season given Morecambe’s unique position; and**
- **Consulting the Town Council on future planting schemes in Morecambe**

61. Donation by Poulton Residents Association

The Committee were reminded that the Council received a donation of £527.67 with the requested stipulation that the funds be utilised on a project within the Poulton Ward. The Council agreed to purchase two signs regarding the Town’s success in North West in Bloom 2017. These had been situated at two of the main entrances to the town i.e. on the Welcome to Morecambe signs at the Shrimp roundabout and Scalestone Point. The cost of the signs net of VAT is £355.70. Therefore £171.97 remains of the donation to be utilised.

The Committee was asked to consider how the remaining funds could be used.

Resolved:

That Council be recommended to agree that the remaining funds of £171.97 be offered to the Morecabe Bloomers to develop a project within the Poulton ward.

Chairman

The meeting closed at 7.45 p.m.

13th February 2018

MORECAMBE TOWN COUNCIL

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Tuesday 6th March 2018

Councillors Present: D. Whitaker (Chairman), J. Bates (Vice Chairman), R. Cleet and D. Hutton

Also in attendance: Councillor R. Dennison

Officers in attendance – David Croxall (Clerk)

62. Apologies for Absence

Councillors G. Dennison, P. Heath, L. Page

63. Declarations of Interest

There were no declarations of interest

64. Minutes of Meeting of Planning Development and Environment Committee held on 12th February 2018

Resolved:

That the minutes of the Planning Development and Environment Committee held on 12th February 2018 be signed as a correct record.

65. 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 12th February 2018:

Application Number	Proposal Details	Site Address
18/00163/FUL	Erection of a single storey rear extension and rear conservatory to replace existing	92 South Road, Morecambe
18/00201/FUL	Erection of a single storey rear extension	24 Betony, Morecambe
LCC/2018/0006	Provision of Two Timber Garden Classrooms	Morecambe Road Primary School, Morecambe Road, Morecambe
18/00051/FUL Amended application	Change of use of three retail units to a mixed use scheme comprising restaurant (A3), bar (A4) gaming area (D2) with associated office area, and a 2 bed apartment (C3), erection of a glazed link building and first floor extension, creation of first floor roof terrace, external alterations to 207 Marine Road and Pleasureland including replacement parapet and finial detail, new glazing and cladding, removal of existing roof over walkway and resurfacing of footway, provision of raised seating area and entrance steps and refuse store at rear	Hitchens Building, 207 Marine Road Central, Morecambe
18/00128/OUT	Demolition of existing bungalow and erection of 4 residential dwellings	29A Stanhope Avenue, Morecambe

Resolved:

That Council be recommended to agree to make no comments in respect of the above Planning Applications.

66. Lancaster District Local Plan 2011-2031 - Local Plan Publication Stage

The Committee were advised that Lancaster City Council had published its Strategic Policies and Land Allocations Development Plan Document (DPD) and Development Management DPD and had invited representations on these documents by 5pm on Friday 6 April 2018.

The Strategic Policies and Land Allocations DPD provided strategic direction on the scale and location of development. The DPD established how much development was needed in the district, then identified how these development needs would be met, including housing and economic growth, by allocating land for development.

The Development Management DPD updated the content of the existing Development Management DPD that was adopted by the City Council in December 2014. This DPD provided a set of general planning policies on environmental, social and economic matters. These policies were used by the Council to determine planning proposals. The policies in

the updated DPD would apply to all parts of the District and any type of development, except in the part of the district that fell within the Yorkshire Dales National Park (unless other policies in Local Plan documents indicate otherwise).

Both documents were approved for publication by the City Council on 20th December 2017 and had now been published for an 8 week period to provide an opportunity to make representations on the soundness of the documents.

Organisations had been invited to comment on whether the DPDs were 'sound, legally compliant or produced in accordance with the Duty to Co-operate'.

Resolved:

That Council be recommended to:

- (1) Advise Lancaster City Council that the following policies required rewording to make them clearer:**
 - **Policy DM 20 – this appeared to be worded ambiguously and in contradiction of itself; and**
 - **Policy DM 21 – appeared to have missing words and have poor grammar**
- (2) Suggest to Lancaster City Council that it considers a redrafting of the document before submission as the whole document appeared to contain several ambiguous statements, instances of missing words and grammatical errors**
- (3) Acknowledge that whilst the document was a planning document and had to be written in a certain manner, Lancaster City Council be requested to consider a redrafting that produced a document which met the guidelines of the Plain English Campaign.**

67. Employment and Skills Supplementary Planning Document (SPD)

The Committee were advised that Lancaster City Council were consulting on a new Supplementary Planning Document (SPD) on Employment and Skills Plans. The proposed DPD sought to establish plans to seek to encourage and deliver more training opportunities and apprenticeships for local people through new development.

The closing date for the submission of comments was 26th March 2018.

During the initial consultation in 20-17 regarding this proposed Draft SPD document the main issues raised with the City Council were:

- That flexibility is provided to ensure that the use of Employment and Skills Plans do not become a burden on new development coming forward, this flexibility should relate to the determination of whether such plans are necessary in the first instance than secondly via its application;
- That links to other authorities and best practice are provided to highlight the benefit Employment and Skills Plans;
- Recognition that some developers will already have training programmes which may be a more suitable route to securing local training opportunities;
- Recognition that planning conditions could provide an alternative, appropriate, route to securing Employment and Skills Plans; and

- The Council's Economic Development Team should be fully aware of all other planning considerations when determining the appropriateness of an Employment and Skills Plan.

These had been considered by the City Council and several amendments to the SPD which, in the opinion of the City Council, overcome any issues raised had been included in the revised document for this consultation:

- To provide examples of where Employment and Skills Plans SPDs are used elsewhere in the country.
- To acknowledge that major developers may already have their own training schemes in place which are already consistent with the approach set out in the Employment and Skills Plan SPD.
- To acknowledge that the Employment and Skills Plan SPD seeks to address genuine training and skills gaps.
- To ensure that flexibility can be applied when considering the application of employment and skills plans, acknowledging that not all development proposals will be suitable for the application of employment and skills plans.
- To acknowledge that the employment and skills plans should not seek to unnecessarily overburden development in accordance with national planning guidance.
- Clarification of how employment and skills plans will be delivered through the planning process.
- Given the length of time since the original consultation, update the SPD to reflect changing guidance and reflect the Council's academy status in relation to ESPs.

That Council be recommended to:

- (1) **Advise Lancaster City Council that in respect of Paragraph 2.7, bullet point one there appeared to be missing words which made it unclear what the statement as currently worded meant.**
- (2) **Request Lancaster City Council to increase the threshold for delivery of Employment and Skills Plans (Policy DM48 of the Development Management DPD) in respect of commercial development be increased to 2,000square metres on the basis that the proposed 1,000 square metres could be over burdensome to developers and employers; and**
- (3) **Suggest to Lancaster City Council that the document should set out how economic activity would be created to support the development of skills and supply of future jobs within the District, as there was a risk that whilst being welcomed, the upskilling of the local workforce without long term job creation could result in many high skilled workers moving away from the District.**

68. Morecambe in Bloom

The Clerk updated the Committee on progress regarding the organisation of Morecambe in Bloom 2018.

This included the 2018 application from which had now been printed. The 2018 Morecambe in Bloom competition would be launched in the next few days and include an online entry facility.

The Clerk updated the Committee on the progress being made by the Morecambe Bloomers Group who were considering launching two new projects for 2018 at the Library and on Lord Street.

The Clerk had met with the Library Staff and the Arndale Centre and the project could proceed. It would be supported by both organisations and various community groups who used the Library.

The Bloomers were about to launch their own raffle to raise funds towards further projects and project maintenance. To undertake this, they would be required to register as a non-commercial society under the Gambling Act 2005. This would cost £40 and the Committee were requested to consider paying the fee as the Bloomers currently held no funds, on the proviso that the fee be repaid to the Council once income from the raffle had been generated. The Bloomers had now constituted themselves and were about to open their own Bank Account.

The works on the Station should be concluded by the end of March as Network Rail had finally given a date for putting up the artwork created by the Bloomers and local community.

Resolved:

That Council be recommended to note progress being made for Morecambe in Bloom 2018 and to authorise the payment of the £40 fee on behalf of the Bloomers to allow the necessary permit to be obtained to organise a raffle to raise additional funds, on the proviso that the fee be repaid to the Council once income had been generated by the raffle.

Chairman

The meeting closed at 8.20 p.m.

7th March 2018

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of the **Community Safety Committee** held on Thursday 22nd February 2018 at 7.00pm at War Memorial Hall Café, Morecambe

Present: Councillors John Hanson (Chairman), T. Anderson, L. Davies, M. Pattison and D. Whitaker

Officers in Attendance:

Town Council: A. Fawcett (Assistant Clerk)

Lancaster City Council: G. Tagg (ASB Officer)

Lancashire Police: Sergeant L. Brown and Inspector Martin

12. Apologies for Absence

Councillor J. Bates

13. Declarations of Interest

There were no declarations of interest

14. Minutes of Meeting of Community Safety Committee held on 9th November 2017

Resolved:

That the minutes of the Community Safety Committee held on 9th November 2017, be signed as a correct record.

15 Appointment of Vice Chairman

Resolved:

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

16. 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, three officers were now in place. One would deal with Youth ASB, an officer who would deal with general ASB and on officer who would deal with substance abuse and mental health.

Funding for the ASB team had been secured until Easter 2019. The team would be reviewed at the start of summer and again in autumn to ensure working practices were sufficient and effective.

The team were in the process of obtaining grant funding from The Challenge Fund to look at ASB caused by low level mental health. Currently there were no services available to help sufferers.

The webpage had now been set up to report ASB. This can be found on Lancaster City Council's website by searching Anti Social Behaviour Team. On the webpage there would be details about ASB and how to report a problem.

During the last quarter ASB had been relatively low, so the team had looked at other issues such as environmental ASB, abandoned vehicles etc.

The youth ASB report had now been completed and would be presented to Cabinet on 13th March 2018. Once this has been done, the report would be available to City and Town Councillors.

Several issues had been highlighted by the youth report. Some initial action was going to be taken in time for Easter and this would be built on in time for the summer holidays. As part of the consultation youths had been asked about hangout areas, where they would prefer them to be and what they would like to have in them. The ASB team had identified the Old Bus Station building on Central Drive as a possible hangout spot for youths and were currently in negotiations with Lancaster City Council about refurbishing the building to make it more suitable. The building was set to be demolished at a cost of £12,000, however, the City Council had agreed to use this money towards the refurbishment. Other areas within the town were being looked at for hotspots in the West End, Promenade and Bare. The team were aware that the hangout zones would require yearly funding to cover costs for items such as Wi-Fi and maintenance.

Resolved:

That Council be recommended to note the progress being made and to thank Mr Tagg for attending and the update report.

17. 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, Gringley Road and other streets
- (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

Sergeant Brown responded to the above issues.

Motor bikes on the cycle track - The Police had not received any reports of this in the last year. Sgt Brown said if residents see motor bikes on the cycle track it was advised to take a photograph, if safe to do so and report it to the Police.

Speeding around Trimpell area – The Trimpell area was a 20 Mph zone. Whilst Police resources were stretched; Sgt Brown indicated that he had spoken to the Traffic Management Officer who would now focus on educating residents about speeding.

Failing this, they would look at enforcement. The PCSOs were now all trained to use the Community Road Watch Camera.

Speeding around Westgate, Gringley Road and other streets – a similar approach to the above would be implemented, however, Westgate did have two speed cameras and other speed calming measures in place.

Parking on Glentworth Road East, Westgate and surrounding roads – Parking enforcement was not the responsibility of the Police unless it was causing unnecessary obstruction. Parking enforcement was the responsibility of a private company called NSL who were contracted by Lancashire County Council.

Parking on St Annes Avenue – This road was very narrow and many of its residents had two cars per household. Sgt Brown did not feel it was a Police matter and that neighbours should consider each other when parking their vehicles.

In addition to the above list, Sgt Brown updated the Committee about the ongoing problems with parking on Northgate.

Over the past 18 years the Police had made countless attempts to resolve the issue. Some of these included:

- Visiting business informally to advise them.
- Formally writing to business to advise them
- Carrying out a two-week operation jointly with the parking officers to catch offenders
- Requesting that Lancashire County Council introduces (no stopping) red lines to the area, however this was rejected.

Sgt Brown also indicated that the risk and threat in the area was low. He had checked the Police records for the past 18 years and there did not appear to have been any report of physical abuse towards a traffic warden on Northgate. There had been no reports of any other abuse towards a traffic warden within the last 10 years on Northgate. The Police, with their limited resources did not think it was a priority to chaperone the parking wardens when taking action in the area, however the Police would respond to any reports of abuse, if reported.

Resolved:

That Council be recommended to note the report.

18. Environmental Enforcement Officer

The Committee considered the Environmental Enforcement Summary November 2017 - January 2018.

This report set out a summary of the work and activities undertaken by the Environmental Enforcement Officer since November 2017. It should be remembered that whilst the Town Council funds the post, Lancaster City Council were the employer.

With the Dog Beach Ban not in force over Winter, work was concentrated on known fouling hotspots. This allowed a prolonged presence in these areas, whilst also carrying out some covert surveillance in conjunction with the City Council Dog Wardens.

These areas had included:

Beaufort Road

The Promenade and Beach from West End Road to the Battery Car Park

Westgate

Regent Park

Euston Road / Victoria Street

Poulton Square and Morecambe Cemetery

During this time 2 Fixed Penalty Notices were issued, following complaints of walkers exercising their dog off the lead in a "Dogs on Lead" Park.

Over the last three months there had been much close work with the Dog Wardens, over this period of minimum daylight, where witnessing offenders was most difficult. Many of the dog signs and stickers that had been damaged or ripped over the season in Morecambe have been renewed.

There had been a consistent decline in fouling complaints the Town and City Councils had received since the Town Council had been funding the post and this had coincided with an increase in the District's "Pick up" rate, which was currently at an all-time high, in excess of 99% (as recorded as recorded by the City Council).

As well as the day to day patrols in the Town Council's area, the daily surveys completed demonstrated that regular contact with dogs and their owners had been maintained, but that offending was rarely witnessed. This suggested that the daily presence was providing a further deterrent to dog fouling in the Morecambe Town Council area. Over the last 3 months, the officer had witnessed 176 owners "pick up" after their dog and witnessed no one offending. Over this same period, 52 owners had been verbally warned for walking their dog "off lead", whilst using the highway.

The information supplied for the report had been collated from the day sheets since September 2016. It should be noted that this did not reflect all the work undertaken. Other work included proactive and reactive work including surveillance, educational visits to residents/schools and maintain signs etc.

Resolved:

That Council be recommended to note the report.

Chairman

The meeting closed at 8.00 p.m.

MORECAMBE TOWN COUNCIL

Minutes from the Finance and Management Committee Meeting held 8.10 p.m. on Wednesday 7th February 2018

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

Also in attendance: Councillors John Hanson and D. Whitaker

Officers in attendance – D. Croxall (Clerk) and A. Fawcett (Assistant Clerk)

35. Apologies for Absence

There were no apologies for absence

36. Declarations of Interest

There were no Declarations of Interest

37. Minutes of Meeting of Finance and Management Committee held on 8th January 2018

The Committee considered the minutes of the meeting held on 8th January 2018.

Councillor R. Dennison expressed concern that the agreed Reserves Policy should include the General Reserves Fund.

Resolved:

That the minutes of the meeting of the Finance and Management Committee held on 8th January 2018 be signed as a correct record subject to Council being recommended to amend the Reserves Policy to include the General Reserves Fund of £9,000.00.

38. Budget 2018/19 - Deprivation Project

The Town Council had included a sum of £9,000 within its budget for 2018/19 to undertake a project or projects to help relieve deprivation in the town, and to include working with both young and older persons.

The Council, however, had not stipulated the exact type of project(s) it wished to be delivered and how these would be procured.

The Committee were requested to begin the process of determining what type of project or projects the Council should consider delivering to enable officers to prepare a more detailed report for consideration by a future meeting of the Committee, before being presented to Full Council for consideration.

Resolved:

- (1) That the Clerk be requested to contact organisations throughout Morecambe who were currently involved in the delivery of projects to help young and older persons to ascertain their views on how the Council could help them add value to the work they currently did within the town.

- (2) That following completion of (1) above the Committee to consider the information received and to draw up objectives for the use of the budget. This would be based on the key driver being where community need existed for additional support.
- (3) That following (2) above the Committee to consider the process for awarding funding to organisations and make recommendations to Council on the objectives for the budget and the process to be followed in allocating funding.

----- Chairman

The meeting closed at 8.35 p.m.

David Croxall

Town Clerk

8th February 2018

MORECAMBE TOWN COUNCIL

Minutes from the Finance and Management Committee Meeting held at 7.00 pm on Monday 5th March 2018

Councillors Present: Janice Hanson (Vice Chairman), G. Dennison, R. Dennison, P. Heath and J. Pilling

Officers in attendance – David Croxall (Clerk)

39. Apologies for Absence

Councillors D. Clifford

40. Declarations of Interest

There were no Declarations of Interest

41. Minutes of Meeting of Finance and Management Committee held on 7th February 2018

Resolved:

That the minutes of the meeting of the Finance and Management Committee held on 7th February 2018 be signed as a correct record.

42. Payment and Receipts Schedule – 1st January to 28th February 2018

The Committee considered the Payment Schedule for the period from 1st January to 28th February 2018 (Appendix A to these minutes).

Resolved:

That Council be recommended to note the report

43. Budget 2017/18

The Clerk submitted a report detailing the current position regarding spend against each budget head to 28th February 2018 within the 2017/18 budget (Appendix B to these minutes).

The Committee also considered the bank reconciliation undertaken on 28th February 2018 to demonstrate the Council's accounts were in order and balanced (Appendix C to these minutes).

Issues Arising

- By-Election Expenditure

The Clerk advised the Committee that whilst the City Council had still not recharged the Council for By-Elections held in 2017/18, he received an email from the Elections Officer on 25th January 2017 indicating that the cost to be recharged will be £13,171.33.

Therefore, the Election budget would be £1,171.33 overspent. The Council would therefore need to determine which budget to take the additional expenditure from.

Resolved:

That Council be recommended to:

- (e) **Note the position regarding the Budget as at 28th February 2018 as set out in Appendix B to these minutes.**
- (f) **Authorise that the overspend in respect of the Elections budget be funded from the School Parking budget, unless proposals to assist with school parking were submitted to the Council and agreed prior to 31st March 2018**

44. Toilet Cleaning and Sanitary Waste Collection Quotations for 2018

The Clerk updated the Committee on the process to obtain quotations for the toilet cleaning and the Sanitary Waste disposal and Baby Changing and Nappy Waste Disposal.

For the Sanitary waste disposal and Baby Changing and Nappy Waste Disposal, quotations were invited from the following companies:

Controlled Services UK
Canon Hygiene
Cathedral Hygiene
Morecambe Washrooms
Pristine Washrooms

Only two companies submitted quotations as set out below. Both would meet the Council's requirements. Both are reputable companies with substantial experience in this type of work.

Quotation A - Total Cost = £3,536.00 + VAT

Quotation B - Total Cost = £620.00 + VAT

For the Toilet Cleaning contract, quotations were invited from the following companies:

AM Services Group Ltd - Morecambe
Danfo
LCD Windows and Support Services - Morecambe
The Bay Cleaning Services - Lancaster
Simply Clean North West - Morecambe
RB Cleaning Service – Morecambe

Quotations were received from two companies only.

Quotation A - Clean twice daily at a total cost of £3,300.00 + VAT for 60 days only

Quotation B - Clean twice daily at a total cost of £7625.00 + VAT for 60 days only

Resolved:

That Council be recommended to:

- (a) In respect of the Sanitary waste disposal and Baby Changing and Nappy Waste Disposal Contract accept the quotation from Company B (Canon Hygiene) at a cost of £620.00 + VAT
- (b) In respect of the Toilet Cleaning contract for a twice daily clean for 60 days accept the quotation of Company A (Danfo UK) at a cost of £3,300 + VAT
- (c) Request the Clerk to investigate the metal gates being put on the toilets during the winter season when the toilets were closed

45. Audit Matters

At the meeting of the Committee held on 8th January 2018 the following resolution was agreed when considering the Interim Internal Audit report:

“Payment Card System – the Auditor was recommending that the Council considered the introduction of a Payment Card. This would prevent the need for staff to have to purchase items themselves and claim funds back. It was easier to purchase some things via the internet. However, the Council had no mechanism for this other than staff agreeing to purchase items themselves.

The Auditor was of the view that a Payment Card which would have a spend limit of £500 per item would be acceptable.”

Resolved:

That Council be recommended to:

Agree to proceed with the Payment Card method, subject to the Council’s bank being able to provide a suitable card and the Clerk reporting to Council how this would operate.”

The Council subsequently accepted this recommendation at its meeting on 18th January 2018.

Options for payment cards had been investigated. There was a cost to the cards which had not been budgeted with the cheapest option suitable to the Council estimated to cost £60 per annum.

However, the card would need to be registered under the Clerk’s name and address as it was related to an individual not an organisation.

The Committee and Clerk were concerned that this was not appropriate.

Resolved:

That Council be recommended to agree to investigate whether HSBC (the Council’s current Banking provider) would issue a debit card on the Council’s current account with a £500 maximum spend and if this could not be organised, the Clerk to present

a report to the next meeting of the Committee regarding the possibility of establishing a Petty cash system.

46. Meeting Timetable 2018/19

The Council agrees annually a timetable of meetings. Therefore, the Clerk presented a report including a suggested draft timetable for 2018/19.

The Draft Timetable set out at Appendix “D” to these minutes had been prepared based on the current Committee Structure:

Council – Bi monthly – Council meets the third Thursday in the respective month.

Finance and Management – bi-monthly in week prior to each Council meeting – 6 meetings were programmed.

Planning and Development – monthly – 12 meetings were programmed.

Community Engagement and Grants meets as required – one meeting was suggested to begin with in May, to consider Community Grant applications for 2018/19 and make recommendations to the May Council meeting.

Festivals and Events – meets as required – 1 meeting suggested to fit into a timetable of Council considering Festival Grants for 2019/20 at the September Council meeting.

Community Safety – meets quarterly - 4 programmed.

Personnel and Complaints – meets as required.

Neighbourhood Plan Steering Group – whilst this was not purely a Town Council meeting as it involves community members, it is an important meeting including 5 councillors and meets the first Thursday of each month as shown on the timetable

Annual Town Meeting – a Parish Council must hold this meeting between 1st March and 1st June each year. On the draft presented it had been programmed to take place at 6 p.m. on 17th May i.e. immediately prior to the Annual Council meeting. The Clerk asked the Committee if members wished to organise this important meeting on another evening although many Parish Councils do organise their Annual Town Meeting on the same night as the Annual Council Meeting.

Resolved:

That Council be recommended to approve the meeting timetable as set out Appendix D to these minutes, with the Annual Town Meeting taking place at 6 p.m. on Thursday 17th May immediately prior to the Annual Council Meeting.

----- Chairman

The meeting closed at 7.50 p.m.

Appendix A – Schedule of Payments and Receipts (1st November to 31st December 2017)

Staffing and Administration Budget

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
04/01/2018	Direct Debit	Telephone Bill	Talk Talk Business	27.88	5.58	33.46
04/01/2018	Direct Debit	Photocopier Hire	Grenkeleasing	247.20	49.44	296.64
19/01/2018	Direct Debit	Pension Contributions	Morecambe Town Council	1,735.42	0.00	1,735.42
19/01/2018	Direct Debit	Bank Charges	Morecambe Town Council	11.87	0.00	11.87
22/01/2018	Direct Debit	Salaries	Morecambe Town Council	2,798.47	0.00	2,798.47
24/01/2018	101240	System Support Renewal	KTD (a Division of Aindale BMS Ltd)	549.00	109.80	658.80
24/01/2018	101241	Salaries	Morecambe Town Council	2,573.48	0.00	2,573.48
24/01/2018	101242	Hire of Meeting Room	Lancaster City Council	765.50	42.90	808.40
24/01/2018	101242	Office Rent	Lancaster City Council	962.50	0.00	962.50
24/01/2018	101242	Postal Charges	Lancaster City Council	70.71	14.14	84.85
02/02/2018	101247	Legal Advice	Baines Bagguley and Penhale	75.00	15.00	90.00
07/02/2018	Direct Debit	Telephone Bill	Talk Talk Business	35.19	7.04	42.23
07/02/2018	Direct Debit	Photocopier Hire	MB Digital	22.00	4.40	26.40
20/02/2018		Telephone Bill	Talk Talk Business	27.89	5.58	33.47

21/02/2018	Direct Debit	Salaries	Morecambe Town Council	2,798.47	0.00	2,798.47
19/02/2018	Direct Debit	Bank Charges	Morecambe Town Council	11.10	0.00	11.10
19/02/2018	Direct Debit	Pension Contributions	Morecambe Town Council	867.86	0.00	867.86
Total				13,578.54	253.88	13,833.42

Morecambe in Bloom

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
31/01/2018	101244	North West in Bloom Entry 2018	North West in Bloom	130.00	0.00	130.00
05/02/2018	101248	Sign for Vic St Planters	Precious Plaques LTD	8.99	0.00	8.99
20/02/2018	101251	Contribution Towards Hanging Baskets for 2017 MIB in partnership with Morecambe BID	Lancaster City Council	352.00	70.40	422.40
Total				490.99	70.40	561.39

Morecambe Station Grant from Norther Rail to Morecambe Bloomers

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
27/02/2018	100254	Station Planters	Glasdon UK	400.05	80.01	480.06
Total				400.05	80.01	480.06

Environmental Enforcement Officer

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
07/02/2018	101249	Environmental Enforcement Funding	Lancaster City Council	9,962.67	0.00	9,962.67
Total				9,962.67	0.00	9,962.67

Festivals

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
24/01/2018	101239	Barriers - Fireworks Extravaganza	Bay Hire Centre LTD	110.00	22.00	132.00
24/01/2018	101242	Hire of Platform - Prom Concert Orchestra	Lancaster City Council Platform Hire	537.44	107.49	644.93
31/01/2018	101243	Toilet Cleaning - Bonfire Extravaganza	Danfo Uk Ltd	105.00	21.00	126.00
08/02/2018	101246	Hire of Platform – Prom Concert Orchestra	Lancaster City Council	537.44	107.49	644.93
20/02/2018	101251	Contribution towards Vintage by the Sea	Lancaster City Council	18,000.00	0.00	18,000.00
Total				19,289.88	257.98	19,547.86

Training

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
20/02/2018	101250	Freedom of Information Training	Act Now Training	1,061.99	209.40	1,271.39
20/02/2018	101252	Training re new Data Protection Regulations	SLCC Enterprise	30.00	6.00	36.00
Total				1,091.99	215.40	1,307.39

Toilet Management

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
21/02/2018	101245	Payment of final retention amount from Toilet Contract	SR Brown LTD	1,742.50	0.00	1,742.50
Total				1,742.50	0.00	1,742.50

Receipts (1st January to 28th February 2018)

Date	Description	Amount (£)
26/01/2018	Bank Interest	47.35
21/02/2018	VAT Refund	1,111.58
26/02/2018	Bank Interest	43.43
	Total	1,202.36

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

Budget Head	Income (£)	Budget (£)	Expenditure (£)
Annual Precept	186,415.69	-	-
Salaries		50,800.00	46,938.56
Town Council Office Rent		3,850.00	2,887.50
Photocopier Charges		1,500.00	1,273.15
Hire of Rooms (Meetings)		1,100.00	1,051.50
Subscriptions		700.00	1,264.80
Telephone		460.00	377.51
Postage, Printing and Stationery		600.00	425.54
Accountancy and Audit		1500.00	1,260.00
Insurance		700.00	727.74
Website		300.00	150.00
Legal Expenses		500.00	75.00
Training		1,000.00	1,266.99
Festivals	399.76	55,000.00	48,447.94
Community Grants	333.00	6,496.25	2,741.22
Section 137 Expenditure		1,800.00	1,177.83
Bank Interest	415.48	-	-
Bank Charges		240.00	179.80
Youth Council		1,000.00	0
Christmas Lights		7,000.00	7,012.47
Morecambe in Bloom	1,730.10	3,000.00	3,032.10
Community Events		300.00	0
Toilets Refurbishment		12,844.50	12,836.97
Toilets Management	1,029.90	9,000.00	7,008.40
Budget Head	Income (£)	Budget (£)	Expenditure (£)

Environmental Enforcement Officer		12,000.00	10,013.61
Anti-Social Behaviour Officer		14,000.00	14,000.00
SpID		3,750.00	2,742.58
Newsletter		4,000.00	1,300.00
CCTV		5,000.00	0
School Parking		3,000.00	0
War Memorial		11,548.28	1,620.00
Morecambe Station Grant	3,245.00	3,245.00	2,645.05
Portas Town Team	117.00	0	234.00
Arts Council Grant re Street Art (Portas)		4,571.84	2,450.00
Poulton Residents Association	527.67	527.67	0
By-Election Fund		12,000.00	0
Community Centre and Town Council Office Funds		55,000.00	0
Asset Replacement Fund		9,000.00	0
Town Council General Reserves		9,000.00	0
Growth Reserve Fund		19,000.00	0
Totals	194,213.60	325,333.54	175,140.26

Appendix C: Bank Reconciliation produced by the Council's (Scribe) Accounting System as at 28th February prepared on 28th February 2018

28 February 2018 (2017-2018)

Morecambe Town Council

Bank Reconciliation at 28/02/2018

Cash in Hand 01/04/2017

128,334.29

ADD

Receipts 01/04/2017 - 28/02/2018

203,789.22

332,123.51

SUBTRACT

Payments 01/04/2017 - 28/02/2018

183,413.56

A Cash in Hand 27/02/2018
(per Cash Book)

148,709.95

Cash in hand per Bank Statements

Cash	28/02/2018	0.00
HSBC main	28/02/2018	170,380.87

170,380.87

Less unpresented cheques
As attached

21,670.92

148,709.95

Plus, unpresented receipts
As attached

0.00

B Adjusted Bank Balance

148,709.95

A = B Checks out OK

Appendix “D” - Draft Morecambe Town Council Meeting Timetable 2018/2019

	April	May	June	July	August	September	October	November	December	January	February	March	April	
Mon							1						1	Mon
Tue		1					2			1 Bank Holiday			2	Tue
Wed		2 Community Safety			1		3			2			3	Wed
Thur		3 NP Steering Group			2 NP Steering Group		4 NP Steering Group	1 NP Steering Group		3 NP Steering Group			4 NP Steering Group	Thur
Fri		4	1		3		5	2		4	1	1	5	Fri
Sat		5	2		4	1	6	3	1	5	2	2	6	Sat
Sun	1	6	3	1	5	2	7	4	2	6	3	3	7	Sun
Mon	2 Bank Holiday	7 Bank Holiday	4 Planning and Development	2 Planning and Development	6 Planning and Development	3 Planning and Development	8 Planning and Development	5 Finance & Management	3 Planning and Development	7 Finance & Management	4 Planning and Development	4 Finance & Management	8 Planning and Development	Mon
Tue	3	8 Community Engagement and Grants	5	3	7	4	9	6 Community Safety	4	8	5	5	9	Tue
Wed	4	9 Finance & Management	6	4	8 Community Safety	5	10	7 Planning and Development	5	9 Planning and Development	6	6	10	Wed
Thur	5 NP Steering Group	10 Planning and Development	7 NP Steering Group	5 NP Steering Group	9	6 NP Steering Group	11	8	6 NP Steering Group	10	7 NP Steering Group	7 NP Steering Group	11	Thur
Fri	6	11	8	6	10	7	12	9	7	11	8	8	12	Fri
Sat	7	12	9	7	11	8	13	10	8	12	9	9	13	Sat
Sun	8	13	10	8	12	9	14	11	9	13	10	10	14	Sun
Mon	9 Planning and Development	14	11	9 Finance & Management	13	10 Finance & Management	15	12	10	14	11	11 Planning and Development	15	Mon
Tue	10	15	12	10	14	11	16	13	11	15	12 Community Safety	12	16	Tue
Wed	11	16	13	11	15	12 Festivals & Events	17	14	12	16	13	13	17	Wed
Thur	12	17 Annual Town Meeting – 6pm Annual Council (no earlier than 7 p.m.)	14	12	16	13	18	15 Full Council	13	17 Full Council	14	14	18	Thur
Fri	13	18	15	13	17	14	19	16	14	18	15	15	19 Bank Holiday	Fri
Sat	14	19	16	14	18	15	20	17	15	19	16	16	20	Sat
Sun	15	20	17	15	19	16	21	18	16	20	17	17	21	Sun
Mon	16	21	18	16	20	17	22	19	17	21	18	18	22 Bank Holiday	Mon
Tue	17	22	19	17	21	18	23	20	18	22	19	19	23	Tue
Wed	18	23	20	18	22	19	24	21	19	23	20	20	24	Wed
Thur	19	24	21	19 Full Council	23	20 Full Council	25	22	20	24	21	21 Full Council	25	Thur
Fri	20	25	22	20	24	21	26	23	21	25	22	22	26	Fri
Sat	21	26	23	21	25	22	27	24	22	26	23	23	27	Sat
Sun	22	27	24	22	26	23	28	25	23	27	24	24	28	Sun
Mon	23	28 Bank Holiday	25	23	27 Bank Holiday	24	29	26	24	28	25	25	29	Mon
Tue	24	29	26	24	28	25	30	27	25 Bank Holiday	29	26	26	30	Tue
Wed	25	30	27	25	29	26	31	28	26 Bank Holiday	30	27	27		Wed
Thur	26	31	28	26	30	27		29	27	31	28	28		Thur
Fri	27		29	27	31	28		30	28			29		Fri
Sat	28		30	28		29		29				30		Sat
Sun	29			29		30		30				31		Sun
Mon	30			30				31						Mon
Tue				31										Tue

FULL COUNCIL 15th March 2018

Item No: 8

Report of: Town Clerk

Lancashire County Council Consultation re Proposed 20 mph Speed Limit Order – Various Roads including Globe Drive, Morecambe

Lancashire County Council have invited comments on the above proposed Traffic Regulation Order which affects roads across the County Council area.

In so far as it relates to the Morecambe Town Council area, the proposed Order would have the following effects:

To introduce a 20mph Speed Limit on Globe Drive, Morecambe, for its entire length.

This road forms the whole of the new development adjacent to Morecambe Football Club off Westgate.

The closing date for the submission of responses is 6th April 2018.

Full details of the proposed Orders may be viewed online at:

<http://www.lancashire.gov.uk/roads-parking-and-travel/roads/roadworks-and-traffic-regulation-orders/permanent/proposed-speed-limit-orders-slos/>

Actions Required:

The Council are asked to consider whether it wishes to make any comments on the proposed Order in so far as it relates to the Morecambe Town Council area.

Morecambe Neighbourhood Plan

Introduction

The purpose of this report is to update the Council on the progress of the Morecambe Neighbourhood Plan.

Steering Group

To prepare the draft Plan forward a Steering Group involving elected Councillors and Community representatives is required. This has now been established and has met on three occasions.

The minutes of the meetings held on 4th January, 1st February and 1st March 2018 are attached for your information (Appendix A to this report).

The Group have agreed a Terms of Reference (Attached at Appendix B to this report)

The Town Council has no role to play in the formulation of the draft Plan by the Steering Group other than being consulted by the Group along with all residents and statutory consultees at the various stages of the Neighbourhood Plan process and monitoring progress.

It is envisaged that the final Plan will not be completed until late 2019.

The basic process will include the production of a Draft Plan, formal consultation on the Draft, agreement of the Draft, an Independent Inspector being appointed to determine whether the Draft Plan can go forward or not, following the inspection process amendments would be made and consulted upon if necessary before the final proposed Plan was subject to a referendum of all Morecambe Town Council area residents.

Town Council membership of the Steering Group

Members will note that the Steering Group have determined that there should be five Town Councillors on the Group, and that the process requires the Steering Group to have more community representatives than Town Councillors, as a Neighbourhood Plan is the community's Plan and not solely the Town Councils.

In terms of decision making for the neighbourhood Plan, the Town Council is the qualifying body for the purposes of preparing the Plan. The Steering Group has full delegated authority to manage the process of preparing the Plan as set out in the objectives and within agreed budgets; up to and including the publication of the consultation Draft Plan. Regular reports will be made to the Town Council to ensure effective progress. Morecambe Town Council will approve the final draft Neighbourhood Plan prior to submission to the Local Planning Authority.

Actions Required:

The Council are asked to determine how the Council's five representatives on the Neighbourhood Plan Steering Group are determined/appointed.

Appendix A – Steering Group Minutes

Morecambe Neighbourhood Plan Steering Group - Thursday 4th January 2018

Present:

Morecambe Town Council:

Councillors J. Bates, R. Cleet, G. Dennison. R. Dennison, P. Heath and L. Page

David Croxall (Clerk)

Community Representatives:

J. Bambrough, J. O'Neill and M. Panesh

Advisers:

D. Law and L. Woodend (Planning Aid)

Apologies

Morecambe Town Council: Councillor John Hanson

Community Representatives: Keeley Baughan

1. Training

Lorayne and Damian gave a presentation to the Group regarding the rules and processes for undertaking a Neighbourhood Plan.

This included the different stages of the process and advice on how to establish, manage and operate an effective Steering Group and how to develop a Draft Plan.

The presentation advised and outlined the following issues:

- A Neighbourhood Plan could not determine the number of houses to be built within its Neighbourhood Plan area unless the proposed numbers were more than Lancaster City Council's numbers in their Local Plan. However, a Neighbourhood Plan could influence type of development.
- The Steering Group should ensure that the community was engaged in the process as much as possible.
- The Steering Group should agree a protocol with Lancaster City Council on how the two bodies would work together, and how the City Council would advise and offer assistance to the steering Group.
- A thorough consultation list should be developed by the Steering Group at the outset. This should include all relevant stakeholders within the Plan area, and should be **used** to engage land owners at the start of the process, if the aim was to develop policies to protect appropriate pieces of land within the Neighbourhood Plan.
- Responding to questions, the Group were advised that there no formal consultation timescales, apart from the minimum statutory 6 week timescale required when consulting on the proposed Draft Plan.

2. Governance

Agreed Actions:

Councillor John Bates was elected Chair of the Steering Group.

3. Roles and Responsibilities

The Chairman asked each member of the group for their views on what the roles and responsibilities for the Group should be.

Group members suggested the following:

- To follow the process for developing a Neighbourhood Plan as set out in the Localism Act;
- To develop a clear general vision to allow appropriate ideas to be developed for inclusion in the Draft Plan and consulted on with the community and stakeholders;
- To include community representatives from the Steering Group to represent a good cross section of Morecambe's community, including a Church representative, a health representative and representative of the Eastern European Community
- To be creative in engaging with local people and be able to demonstrate how the Plan will affect them in their daily lives with a view to creating the "buy in" of the whole community in driving Morecambe forward;
- Use the process to build awareness of the Town Council; and
- Ensure all ideas and proposals meet the needs of the community and accept that some ideas will only assist certain parts of the town, but that if they are required and needed this would be the right thing to do.

Agreed Actions:

The Chairman and Clerk to present a proposed Constitution and Terms of Reference to the next meeting for consideration, and to include all the matters raised by members of the Group set out above.

4. Visions and Objectives

As advised in the training, it was vital for the Group to consider and agree the vision and objectives for the proposed Morecambe Neighbourhood Plan.

It was agreed that the next meeting should consider these once the roles and responsibilities of the Group had been agreed at the next meeting (see Minute No. 3 above).

Agreed Actions:

Group members were encouraged to consider before the next meeting, their perceived vision and objectives for what the Morecambe Neighbourhood Plan should be endeavouring to achieve, to allow this important issue to be further considered and agreed at the next meeting.

5. Timetable of Meetings

Agreed Actions:

It was agreed that at this stage a long term timetable could not be set until the Group had agreed its vision, objectives, role and responsibilities.

However, it was agreed that the Group should next meet on **Thursday 1st February, 2018, at Morecambe Town Hall commencing at 6 .30 p.m.**

Morecambe Neighbourhood Plan Steering Group - Thursday 1st February 2018

Present:

Morecambe Town Council:

Councillors J. Bates (Chairman), R. Cleet, G. Dennison. R. Dennison, P. Heath and L. Page
David Croxall (Clerk)

Community Representatives:

J. O'Neill, J. Olkuska and M. Panesh

6. Apologies

Morecambe Town Council: Councillor John Hanson

Community Representatives: J. Bambrough

7. Minutes

The minutes of the meeting held on 4th January 2018 were agreed as a correct record.

8. Appointment of Vice Chairman

Agreed Actions:

It was agreed that John O'Neill should be appointed a Vice-Chairman

9. Terms of Reference

The Group considered the draft Terms of Reference prepared by the Clerk of the Council.

The Group welcomed the content of the draft. Regarding five town councillors sitting on the Group, the Group discussed how the five members would be selected. It was agreed that only those Councillors who would attend regularly should be considered.

It was also suggested that the wording of the Terms of Reference regarding community members be amended from proposing a representative of a Community Group to "At least 1 representative" of each designated community group.

Agreed Actions:

- (a) To agree the draft Terms of Reference as submitted and the Clerk to write to all Councillors inviting expressions of interest from members who wished to be a member of the Steering Group.
- (b) To agree that for each Community Group the membership to be:
 - At least 1 Representative of Morecambe BID
 - At least 1 Representative of Youth Groups
 - At least 1 Representative from Arts

At least 1 Representative from the West End

At least 1 Representative from the Bare/Torrisholme

At least 1 Representative from Central Morecambe

At least 1 Representative from Morecambe's Eastern European Community

At least 1 Representative from Health sector

At least 1 Representative from Morecambe Churches

10. Protocol for working with Lancaster City Council

The Group considered the protocol prepared by Lancaster City Council. This set out how the City Council would work with Neighbourhood Plan Steering Groups, including what the City Council would and would not do.

Agreed Actions:

To accept the protocol as prepared by the City Council and the Chairman be authorised to sign the protocol.

11. Visions and Objectives

The Group considered the Vision for the Morecambe Neighbourhood Plan.

The Group were of the view that the Vision should include references to the following:

- The Plan should be investment friendly and include policies that encourage investment in the town, by asking planning to be made easier for people who wish to invest in the area;
- Improving the management of empty properties (private and commercial);
- Clear statement about tourism development;
- The Promenade with a view to protecting the future use of the promenade and the uniqueness of The Bay; and
- Protect and enhance green space within the town

Agreed Actions:

- (a) A draft Vision Statement to be presented to the next meeting based on the above comments;
- (b) Group members to forward suggestions for community assets to be included in the Neighbourhood Plan to the Clerk;
- (c) A draft list of Community Assets to be presented to the next meeting for consideration.

12. Timetable for production of the Neighbourhood Plan

The Group considered a suggested timetable to produce the Plan. The Clerk advised that the timetable had been produced with some “slack” in order to produce a realistic timetable. The suggested timetable proposed that the final Plan would be submitted to Lancaster City Council for consideration in the required referendum at the end of November 2019. The AECOM advisers who attended the first meeting had been consulted about the proposed timetable and advised that the proposed completion date was realistic although some of the target dates within the timetable would probably need to be adjusted.

Agreed Actions:

To approve the timetable to produce the Plan as submitted.

13. Date of Next Meeting

Thursday 1st March 2018, at Morecambe Town Hall commencing at 6.30 p.m.

Morecambe Neighbourhood Plan Steering Group - Thursday 1st March 2018

Present:

Community Representatives:

J. Bambrough, S. Harrison, J. O'Neill, J. Olkusa, T. Vettese and G. White

Morecambe Town Council:

Councillors J. Bates (Chairman), R. Cleet, G. Dennison. R. Dennison, L. Page and D. Whitaker
David Croxall (Clerk)

14. Apologies

Morecambe Town Council: Councillor Heath

Community Representatives: M. Panesh

15. Minutes

The minutes of the meeting held on 1st February 2018 were agreed as a correct record.

16. Terms of Reference

Further to the last meeting, David Croxall reported that he had written to all Town Councillors seeking responses to which members would wish to be formally nominated to the Steering Group as the Town Council's five voting members.

As suggested by the Steering Group only those members who could regularly attend should be appointed to the Steering Group.

To date David had not received any response to the request. Although he assumed that those members who had been attending wished to remain as members of the Steering Group.

The Chairman indicated that he had no issues with more than five Town Councillors attending provided Councillors did not "overpower" community representatives and with the proviso that only the 5 officially nominated Councillors would have a vote.

Agreed Actions:

David Croxall to submit a report to the next meeting of the Town Council on 15th March to seek the Council's decisions on how the Town Council's five voting members of the Steering Group should be determined.

17. Visions and Objectives

The Group considered the first draft Vision and Objectives Statement for the Morecambe Neighbourhood Plan as set out below:

Morecambe Neighbourhood Development Plan

Draft Vision Statement

The **purpose** of the Neighbourhood Development Plan is to:

Set out a positive vision for the future of Morecambe, ensuring that it reflects the aspirations of its residents who will be involved in making the plan, monitoring its progress and delivering development, to make Morecambe a better place to live, work and visit.

Our broad aims are;

- a) To enhance the town and maintain its excellent qualities as a year round visitor destination up to 2030 and beyond.
- b) To balance the competing needs for growth and development with protection and enhancement.
- c) To promote development that is sustainable socially, economically and environmentally.
- d) Bring forward proposals which will support the quality of life in Morecambe for future generations

What we aim to achieve

To further these, the Plan will have the following objectives.

- 1) ensure that Morecambe has a sustainable and prosperous local economy to support local business
- 2) secure high quality sensitive design which prioritises local distinctiveness and enriches the landscape and built environment
- 3) enjoy, enhance and utilise Morecambe's natural landscape, green spaces and assets whilst protecting these for enjoyment by future generations
- 4) protect the Promenade with a view to protecting its future use of the uniqueness of The Bay
- 5) to be investment friendly and include policies that encourage investment in the town, by making planning easier for people who wish to invest in the area
- 6) support tourism development and the visitor economy
- 7) to improve the 'gateways' into the town
- 8) improve the management of empty properties (private and commercial)
- 9) ensure that the town is safe, accessible and attractive to all its residents, visitors and people who work in it
- 10) improve health, social and cultural wellbeing for all residents, encouraging and providing opportunities for an active lifestyle, and ensuring high quality local facilities for existing and new residents

The Group discussed the Draft in detail.

It was suggested that the paragraph regarding the purpose of the Plan should include references to Morecambe aspiring to become the premier seaside resort in North West England together with an aspiration for the town to become fully integrated and united

Regarding the proposed broad aims, there was a view that the reference to 2030 should be reworded to include the word cohesive about the town being a year round visitor destination and that the Plan should be looking beyond 2030.

Members suggested two additional broad aims relating to restoring the integrity of the town and a reference to conservation and preserving the heritage of the town's important buildings and assets.

The Group then discussed in detail the aims numbered 1 -10 in the draft Statement above.

Regarding No. 1:

There was concern that policies should encourage the letting of empty shops or at least improving their appearance.

There was also a suggestion that this section of the Plan should contain policies to encourage friendly landlords and for all new businesses to receive professional business planning support.

Regarding No. 2:

Policies should be developed to strengthen the architectural heritage of the town with references to the many art deco properties, the Victorian heritage of the West End, Bare and Promenade.

Could policies be developed to protect the facades of key properties to allow modern development to take place behind the façade?

It was suggested that to begin with properties should be listed and graded by type.

Regarding No. 3:

It was suggested that this aim needed to include a reference to entertainment and encouraging investment in leisure.

To achieve this young people should perhaps be directly consulted regarding the types of things they would like to see as this could help shape policies. Other suggestions were to create policies which would encourage outdoor gyms and the provision of free WIFI within the town.

There was concern that venues such as Regent Park Studios were not used enough or indeed known about – could the Plan assist?

There was concern that there was not enough access on the beach and perhaps the Plan's policies could address this?

Regarding No. 4:

Policies should be developed linked to this aim which sought to enhance and increase the use of the Bay e.g. Kite Surfing

John O'Neill indicated that Lancaster University were currently undertaking a study around these issues and it was agreed that contact should be established to ascertain their progress with a view to linking any emerging ideas to the Plan.

Regarding No. 10:

This section needed to be broken down into more segments when policies were being prepared to support this aim.

Consideration should be given as to how the Plan could assist in developing systems that brought more income into the town which would create activity and would then encourage more development particularly leisure.

It was also suggested that within this aim the Plan should include a policy that would encourage a paddling pool being provided along the seafront.

Jo Bambrough reminded the Group that the Exchange Community's work in the West End which was endeavouring to convert the old Trinity Church and COOP building into an innovative business hub. This could assist business development by reducing costs for new start ups and this could link to aim numbers 1, 9 and 10.

Agreed Actions:

- 1) The draft Vision statement to be updated after considering the above discussion points and presented to the next meeting for consideration.
- 2) The Chairman and David Croxall to prepare a skeleton Plan based on the above discussion for consideration at the next meeting.
- 3) Group members to continue to feed their ideas to David Croxall and to engage their own communities on issues that could be addressed within the Plan.

18. Community Assets

David Croxall presented a draft list of community assets for consideration.

The Chairman thanked those who had contributed to the first draft. He indicated that the list was not exhaustive and that it would now be categorised into an orderly list.

Potential assets had been suggested that fell outside the Neighbourhood Plan area but were facilities/land used widely by residents of Morecambe. It was suggested that these be included at this stage in the process.

Going forward, each asset would need to be supported by a statement setting out its importance to the community and the evidence why it should be protected within the policies of the Neighbourhood Plan,

Group members were therefore encouraged to forward their views to David Croxall to begin this process.

Agreed Actions:

- 1) To agree the draft as submitted.
- 2) Group members to be encouraged to keep forwarding suggestions to David Croxall together with any supporting evidence they possessed regarding any of the proposed assets.
- 3) Assets not within the Neighbourhood Plan boundary to be included at this stage.

19. Any Other Business

The issue of twinning to help develop and market Morecambe was raised.

Agreed Actions:

David Croxall to circulate details of how twinning operates to all members of the Group.

20. Date of Next Meeting

Thursday 5th April 2018, at Morecambe Town Hall commencing at 6.30 p.m.

Appendix B – Steering Group Terms of Reference

1. Steering Group Objectives

The objective of the Steering Group is to produce a sound Neighbourhood Plan for Morecambe that defines the Planning policy priorities identified by the community considering all representations made during the Plan-making process and having regard to all relevant existing Plans and evidence and the Town Council's Strategic Vision. The Plan will include or be supported by an appropriate delivery Plan setting out, where relevant, the means by which these policy priorities may be implemented.

The Steering Group will meet monthly to:

- 1) Determine the overall vision, scope and objectives of the Plan
- 2) Manage the process of preparing the Plan and prepare and monitor a project Plan and report to the Town Council bi-monthly to ensure effective progress.
- 3) Build and maintain links with the Local Planning Authority (Lancaster City Council).
- 4) Keep under review the legislative requirements around Neighbourhood Planning to ensure the Plan meets all requirements.
- 5) Build an effective engagement process with Morecambe's wider community and to develop a robust list of Community/Stakeholder consultees
- 6) Be active in getting Morecambe's wider community involved in the Plan
- 7) Build awareness of the Town Council through the development of the Plan.
- 8) Make recommendations to the Town Council on resourcing the Plan.
- 9) Make recommendations to the Town Council on involving the wider community in the Plan
- 10) Manage the gathering of evidence necessary to inform each of the issues within the scope of the Plan
- 11) Identify and assess options available in respect of each issue and prepare a draft Plan for wider consideration.
- 12) Produce minutes, reports and documents relating to the Plan

The Steering Group will oversee the setting up of the thematic groups (as and when appropriate) who will feed evidence back into the Steering Group for consultation with Stakeholders and the wider community.

2. Membership of the Neighbourhood Planning Steering Group

The Steering Group has the following membership and will be chaired by the elected chair of the Steering Group.

5 Council Members of Morecambe Town Council

At least 1 Representative of Morecambe BID

At least 1 Representative of Youth Groups

At least 1 Representative from Arts

At least 1 Representative from the West End

At least 1 Representative from the Bare/Torrisholme

At least 1 Representative from Central Morecambe

At least 1 Representative from Morecambe's Eastern European Community

At least 1 Representative from Health sector

At least 1 Representative from Morecambe Churches

Planning Aid Support Officer (Non-Voting)

Clerk to Morecambe Town Council (Non-Voting) (responsible for all administrative arrangements for Steering Group meetings)

Steering Group membership will be reviewed from time to time. Whilst organisations will have their nominated representatives, it will be acceptable for reserves to attend meetings as necessary.

Representatives will be expected to give feedback to the organisations that they are representing.

The Steering Group will be established for a time-limited period. The project is intended to run until a Plan has been presented for independent examination. The Steering Group will remain active until at least the independent examiners report is published.

3. Meetings

Steering Group meetings will take place monthly, normally to commence at 6.30pm on the first Thursday in the month.

Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chairman shall have one casting vote.

4. Conduct and Interests

The Steering Group will follow the Code of Conduct. Whilst Members as individuals will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Steering Group will achieve this through applying the following principles:

- Work with mutual trust and respect, and combine their expertise;
- Be clear when their individual roles or interests are in conflict;
- To represent their parent organisations/community groups and provide a two way free flow of information between these and the Steering Group;
- Assist their parent organisation to bring appropriate ideas and concerns to the attention of the Steering Group;
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- Actively promote equality of access and opportunity.

In situations where interests and roles are in conflict they must be declared before the business is discussed, although members declaring interest may take part in the discussions, but not vote.

5. Decision Making

Morecambe Town Council is the qualifying body for the purposes of preparing the Plan. The Steering Group has full delegated authority to manage the process of preparing the Plan as set out in the objectives and within agreed budgets; up to and including the publication of the consultation Draft Plan. Regular reports will be made to the Town Council to ensure effective progress. Morecambe Town Council will approve the final draft Neighbourhood Plan prior to submission to the Local Planning Authority.

Agreed by the Steering Group at its meeting held on 1st February, 2018

FULL COUNCIL 15th March 2018

Item No: 10

Report of: Town Clerk

Remembrance Day 2018 – Battle's Over Commemorative Events

The City Council have contacted the Town Council regarding the commemoration of 100 years since the end of World War One on Remembrance Day 2018.

A nationwide tribute entitled "Battle's Over - A Nation's Tribute and WWI Beacons of Light" is being coordinated on Remembrance Sunday, which this year falls on Armistice Day itself - Sunday 11th November 2018.

The City Council have advised the Clerk that Lancaster Castle and Lancaster Priory Church are lighting beacons, Lancaster City Council will be lighting up the Aston Memorial although as far as the City Council are aware nothing additional has been planned or organised in Morecambe for this important date.

The Clerk has contacted the Morecambe Branch of the British Legion who have responded:

"This is the first we have heard about it but would certainly be interested in a similar event in Morecambe."

What is Battle's Over?

Community's and organisations are being encouraged to mark this special occasion in a coordinated nationwide event.

The Guide to Taking Part breaks down the event into four elements relating to 'Battle's Over' on 11th November 2018.

- (1) 6.00 a.m - Sleep in peace, now the battle's over

This first element involves the playing of the retreat March. The Guide states:

"The origin of the Retreat march was to warn the soldier to return to his company in order to answer to his name at roll call. The tune, *When the Battle's Over* is a classic Retreat march. It was composed by Pipe Major William Robb (1863-1909) of the Argyll and Sutherland Highlanders and established itself quickly in the pipers' repertoire between the Boer War and Great War. It remains a very popular tune with pipers and pipe bands and it is fitting that it is the tune ***pipers will play at 06.00 hours*** throughout the United Kingdom and other countries throughout the world as part of the Battle's Over unique tribute that day."

In Morecambe the obvious suggestion is that this takes place at the War Memorial?

- (2) 6.55 p.m. - Battle's Over - The Last Post

This second element is self explanatory and would involve the playing of the Last post. In Morecambe the obvious suggestion is that this takes place at the War Memorial?

- (3) 7.00 p.m. - WWI Beacons of Light

This would involve the lighting of a beacon. If it was agreed to organise a beacon discussions would be required with Lancaster City Council to agree a suitable and safe venue.

- (4) 7.05 p.m. - Battle's Over - Ringing out for peace.

Regarding stage 4 - Ringing out for peace, the Organisers have suggested that organisations approach their local Cathedral/Minster/Churches encouraging them to take part by ringing their bells at 7.05pm to help achieve the sound of thousands of bells ringing across the nation that night. The overall aim is to have 1000 Cathedrals/Minsters/Churches involved,

Actions Required:

- (1) The Council to determine whether it wished to be involved in facilitating/organising the four elements of the proposed Battle's Over day in Morecambe on 11th November 2018.**
- (2) If the answer to (1) is yes, it IS be suggested that the Council works in partnership with the British Legion and similar Groups, Lancaster City Council and possibly Morecambe BID.**
- (3) If the answer to (1) is yes – to seek approval from the landowners i.e. Lancaster City Council for the above elements to take place at the War Memorial at the above times on 11th November 2018 and to discuss with the City Council a suitable location for a beacon near the War Memorial.**
- (4) To ascertain costs for the various elements and consider how to fund such costs at a future meeting**
- (5) To explore the potential for a commemorative concert/event to be held in Morecambe in a suitable venue on the same day e.g. between the annual act of Remembrance service and parade and the evening events of Battle's Over?**