

# MORECAMBE TOWN COUNCIL

13<sup>th</sup> April 2018

Sir/Madam,

You are hereby summoned to attend the **Extraordinary Meeting** of the Morecambe Town Council to be held in the Town Hall, Morecambe on **Thursday 19<sup>th</sup> April 2018** commencing at **7 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 15<sup>th</sup> March 2018 (pages 2 – 8 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 Applications and Dates of Future Planning Development and Environment Committee Meetings**

To consider the report of the Town Clerk (pages 9 – 14 of the supporting papers pack).

### **6. Exclusion of Press and Public**

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

“That, in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it

could involve the possible disclosure of exempt information as defined in paragraph 1 of Schedule 12A of that Act.”

Members are reminded that, whilst the following item has been marked as exempt, it is for the Council itself to decide whether or not to consider it in private or in public. In making the decision, Members should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972, and should balance the interests of individuals or the Committee itself in having access to information.

**7. Personnel Committee – 12<sup>th</sup> April 2018**

To receive the minutes of the Personnel Committee from its meeting held on 12<sup>th</sup> April 2018 (pages 15 to 16 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Post of Assistant Clerk
- (b) Absence Management Policy
- (c) Town Clerk’s Appraisal

**8. Date of Next Meeting – Thursday 17<sup>th</sup> May 2018 at Morecambe Town Hall commencing at the rise of the Annual Town Meeting or 7 p.m. whichever is the latter.**



David Croxall  
Clerk to the Council  
13<sup>th</sup> April 2018

## **MORECAMBE TOWN COUNCIL**

### **Minutes of the Meeting of Morecambe Town Council held on Thursday 19<sup>th</sup> April 2018 at 7.00 p.m. at Morecambe Town Hall**

**Present:** Councillors: D. Clifford (Chairman), Janice Hanson (Vice Chairman), T. Anderson, V. Boyd-Power, T. Brown (from Minute No. 86), S. Burns, I. Clift, R. Cleet, C. Cozler, L. Davies, R. Dennison, P. Heath, B. Hughes, L. Hughes, D. Hutton, T. Metcalfe, M. Pattison, L. Page, and D. Whitaker (from Minute No. 86).

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

D. Croxall (Town Clerk)

#### **81. Apologies for Absence**

Councillors Alex Ashworth, June Ashworth, J. Bates, G. Dennison, John Hanson and J. Pilling

#### **82. Declarations of Interests**

Councillors Clift and Cozler declared a personal interest in Minute No. 85 as they were both members of the Lancaster City Council Planning Committee.

#### **83. Minutes of Meetings held on 15<sup>th</sup> March 2018**

The Council considered the Minutes of the Meeting of the Town Council held on 15<sup>th</sup> March 2018.

#### **Resolved:**

That the minutes of the meetings of Council held on 15<sup>th</sup> March 2018 be signed as a correct record

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

#### **84. Public Participation**

One member of the public addressed the Council.

Mr Williams firstly requested that the Council accurately minute what he had to say.

He raised concerns about Item 6 on the agenda regarding the possible exclusion of the press and public. He believed matters should not be dealt with in private as this was not transparent and disrespectful to the public.

He wished the Assistant Clerk well following her resignation but was concerned the Clerk's report had made no mention of the Council's Business Continuity Policy.

With regard to the recent newsletter distributed to all households, he believed its content was propaganda and asked:

- who had edited the newsletter?
- why it did not include the toilet opening times?
- how much had been collected for advertising fees?

- why there was no details of the Police investigation and its costs?
- who decided to call the newsletter “The View”?

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

*Councillors Clift and Cozler left the meeting at this point as they had declared an interest in Minute Nos 85.*

## **85. Planning Applications and Dates of Future Planning Development and Environment Committees**

The Planning Applications set out below had been notified to the Town Council since the last meeting of the Planning Development and Environment Committee.

On this occasion, the applications had been presented to Council to consider rather than the Planning Development and Environment Committee on the basis that the dates for the Committee’s meetings had yet to be determined.

The Council were advised that if it wished to make objections on any of the applications they should only be made on Planning grounds.

The Council also considered the dates of the monthly meetings of the Planning Development and Environment Committee for 2018/19.

<b>Application Number</b>	<b>Proposal Details</b>	<b>Site Address</b>
18/00331/FUL	Installation of replacement timber framed windows to the front and rear elevations	Kings Arms Hotel, 248 Marine Road Central, Morecambe
18/00364/FUL	Erection off a single storey rear and side extension	4 St Celas Way, Morecambe
18/00272/FUL	Demolition of existing boiler room/store and erection of single storey side extension	Torrisholme Methodist Church, Norwood Drive, Morecambe
18/00234/FUL	Demolition of factory building and erection of 4 industrial units, installation of a raised replacement roof and erection of a single storey infill extension to the front and first floor side extension to existing industrial unit	Bay Scaffolding, Northgate, White Lund Industrial Estate, Morecambe
18/00206/FUL	Change of use of pub (A4) to mixed use comprising of a bar/restaurant (A3/A4) and holiday accommodation (C3), erection of a part 2 storey, part first floor side and rear extension, construction of an access ramp to the front, 2 chimneys, creation of a new door opening to the rear and installation of rooflights and replacement flue to the rear	The Queens Hotel, 273 Marine Road Central, Morecambe

Application Number	Proposal Details	Site Address
18/00207/LB	Listed building application for alterations to the ground, first and second floors layout to facilitate the change of use of pub to mixed use comprising of a bar/restaurant and holiday accommodation and erection of a part 2 storey, part first floor side and rear extension, construction of an access ramp to the front, replacement door and windows to the front, creation of a new door opening to the rear and installation of rooflights, 2 chimneys and replacement flue to the rear	The Queens Hotel, 273 Marine Road Central, Morecambe,
18/00294/FUL	Erection of single storey side extension	2A Albany Road, Morecambe
18/00409/FUL	Erection of a single storey side extension, construction of a replacement raised roof incorporating gable ends and a dormer extension to the rear elevation	26 Hampsfell Drive, Morecambe

#### **Resolved:**

- (1) That the Clerk writes to Lancaster City Council to advise that the Town Council supports Application Nos 18/00206/FUL and 18/00207/LB in respect of the Queens Hotel on the basis that this was a much needed redevelopment scheme in a prime location within the town.
- (2) That in respect of Application No. 18/00409/FUL regarding 26 Hampsfell Drive, the City Council be requested to seek the guidance of the Highways Authority regarding the public objection lodged in respect of possible road safety hazards that could occur if the application was approved.
- (3) That no other comments or objections be made in respect of any of the other applications listed above.
- (4) That the dates for the Planning Development and Environment Committee for 2018/19 be:

Thursday 10th May

Monday 4th June

Monday 2nd July

Monday 6th August

Monday 3rd September

Monday 8th October

Wednesday 7th November

Monday 3rd December

Wednesday 9th January

Monday 4th February

Monday 4th March

Monday 8th April

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

*Councillors Brown and Whitaker arrived at the meeting when the vote on Minute No. 86 was being taken.*

## **86. Exclusion of Press and Public**

The Council considered whether the item of business detailed in minute No. 87 should be undertaken with the press and public excluded.

The matter was put to the vote and the Council voted unanimously to exclude the press and public.

### **Resolved:**

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

## **87. Personnel Committee – 12<sup>th</sup> April 2018**

The Council received the minutes of the Personnel Committee from its meeting held on 12<sup>th</sup> April 2018 and considered its recommendations in respect of the following items:

- (a) Post of Assistant Clerk
- (b) Absence Management Policy
- (c) Town Clerk's Appraisal

### **Resolved:**

- (1) That the contents of the Town Clerk's Appraisal undertaken on 12<sup>th</sup> March 2018 as presented to the Committee be noted.
- (2) That the draft Sickness and Absence Management Policy as submitted to Council by the Committee be approved with the addition of a Compassionate Leave Policy based on the ACAS Guidelines for the management of Compassionate Leave.
- (3) That Finance and Management Committee be requested to consider the introduction of a small budget to be created in case staffing matters had to be referred to Occupational Health for an independent medical opinion to be obtained and that the Clerk also checks with the Council's Insurers whether such matters could be covered under the Council's insurance.
- (4) That in future sickness records be forwarded to members of the Personnel Committee on a quarterly basis.
- (5) That the resignation of the Assistant Clerk be accepted by the Council and that the Clerk writes to the Assistant Clerk thanking her for her hard work during her six and half year's employment by the Council.
- (6) That the Council continues to employ an Assistant Clerk, but before the recruitment process commenced, the Personnel Committee be required to undertake a thorough review of the position of Assistant Clerk and submit recommendations to Council regarding:
  - The role of the position
  - Grading

- Hours of employment
  - Job description
  - Person specification
- (7) That the views of non Personnel Committee members on (6) above be forwarded to the Clerk to allow the Personnel Committee to consider the views of all members of Council.
  - (8) That whilst the process for recruiting an Assistant Clerk was being undertaken, an Interim Assistant Clerk be appointed for three months with an option for a fourth month of employment if the recruitment process had not been completed, for 15 hours per week with a rate of pay of £10.23 per hour and undertaking the role set out in the current Assistant Clerk's job description.
  - (9) That the Clerk forwards details of the interim position to all Parish Councils in the area, on the basis that all Clerks were part time employees and may be interested in the position and to the Local Branch of the Society of Local Council Clerks who had a database of suitably qualified persons who may be interested.
  - (10) That the Personnel Committee be delegated authority to consider the applications for the interim position and to make the appointment.

## **88. Date of Next Meeting**

Annual Meeting - Thursday 17<sup>th</sup> 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 8.40 p.m.

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Chairman

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24<sup>th</sup> April 2018

# **MORECAMBE TOWN COUNCIL**

**19<sup>th</sup> April 2018**

## **SUPPORTING PAPERS**

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## **MORECAMBE TOWN COUNCIL**

### **Minutes of the Meeting of Morecambe Town Council held on Thursday 15<sup>th</sup> 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 18<sup>th</sup> January and 7<sup>th</sup> February 2018**

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

#### **Resolved:**

That the minutes of the meetings of Council held on 18<sup>th</sup> January and 7<sup>th</sup> 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 had met on three occasions.

The minutes of the meetings held on 4<sup>th</sup> January, 1<sup>st</sup> February and 1<sup>st</sup> 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 Clerk 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 12<sup>th</sup> February 2018 and 6<sup>th</sup> March 2018 and considered its recommendations in respect of the following items:

12<sup>th</sup> February

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

- (c) Donation by Poulton Residents Association

6<sup>th</sup> 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 the £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 22<sup>nd</sup> 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 7<sup>th</sup> February and 5<sup>th</sup> March 2018 and considered its recommendations in respect of the following items:

7<sup>th</sup> February

- (a) Budget 2018-19 – Deprivation Project

5<sup>th</sup> 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 1<sup>st</sup> January to 28<sup>th</sup> 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 28<sup>th</sup> February 2018 as set out in Appendix B to the minutes of the Finance and Management Committee held on 5<sup>th</sup> 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 31<sup>st</sup> 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 11<sup>th</sup> 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 broke 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 11<sup>th</sup> 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 17<sup>th</sup> 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

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16<sup>th</sup> March 2018

## **Full Council – 19<sup>th</sup> April 2018**

**Item No: 5**

***Report of: Clerk to the Council***

### **Planning Applications and Dates of Future Meetings of the Planning Development and Environment Committee**

#### **Introduction**

As the dates for the monthly meetings of the Planning Development and Environment Committee have not been determined, this report is being circulated to Council, to enable the Council to consider the applications that the April meeting of the Committee would have considered and make any comments/objections to the City Council.

#### **Planning Applications**

The Planning Applications set out below have been notified to the Town Council since the last meeting. The applications forwarded to all Members on a weekly basis via email as per our usual policy.

The Committee may wish to make recommendations to Council on comments that the Town Council could submit to the City Council on any of these applications

Full details of the Applications may be viewed at:

<https://planning.lancaster.gov.uk/online-applications/>

In commenting on planning applications, it is important that the Council considers planning issues. These include:

- consistency with the development plan for the area
- traffic and highway safety issues
- overlooking, loss of privacy and loss of light
- scale of the development
- design, appearance, layout and material
- loss of important open space or physical features
- noise, disturbance or smells
- local knowledge of drainage or other possible problems with the surface
- impact on the surroundings, effect on listed building and conservation area.

Issues that are not relevant include:

- Effect on private property values
- Loss of a view across somebody else's land
- Personal issues with the applicant
- Moral arguments (e.g. betting shops or casinos encouraging gambling)
- Disturbance during construction



- Private rights of way
- Land ownership or boundary disputes
- Matters covered under other legislation (e.g. opening hours covered by premises licences, littering)

<b>Application Number</b>	<b>Proposal Details</b>	<b>Site Address</b>	<b>Consultation Expiry Date</b>	<b>Determined by City or County Council</b>
18/00331/FUL	Installation of replacement timber framed windows to the front and rear elevations	Kings Arms Hotel, 248 Marine Road Central, Morecambe	19 April 2018	N
18/00364/FUL	Erection off a single storey rear and side extension	4 St Celas Way, Morecambe	19 April 2018	N
18/00272/FUL	Demolition of existing boiler room/store and erection of single storey side extension	Torrisholme Methodist Church, Norwood Drive, Morecambe	13 April 2018	N
18/00234/FUL	Demolition of factory building and erection of 4 industrial units, installation of a raised replacement roof and erection of a single storey infill extension to the front and first floor side extension to existing industrial unit	Bay Scaffolding, Northgate, White Lund Industrial Estate, Morecambe	26 April 2018	N
18/00206/FUL	Change of use of pub (A4) to mixed use comprising of a bar/restaurant (A3/A4) and holiday accommodation (C3), erection of a part 2 storey, part first floor side and rear extension, construction of an access ramp to the front, 2 chimneys, creation of a new door opening to the rear and installation of rooflights and replacement flue to the rear	The Queens Hotel, 273 Marine Road Central, Morecambe	27 April 2018	N

18/00207/LB	Listed building application for alterations to the ground, first and second floors layout to facilitate the change of use of pub to mixed use comprising of a bar/restaurant and holiday accommodation and erection of a part 2 storey, part first floor side and rear extension, construction of an access ramp to the front, replacement door and windows to the front, creation of a new door opening to the rear and installation of rooflights, 2 chimneys and replacement flue to the rear	The Queens Hotel, 273 Marine Road Central, Morecambe,	27 April 2018	N
18/00294/FUL	Erection of single storey side extension	2A Albany Road, Morecambe	26 <sup>th</sup> April 2018	N
18/00409/FUL	Erection of a single storey side extension, construction of a replacement raised roof incorporating gable ends and a dormer extension to the rear elevation	2' 26 Hampsfell Drive, Morecambe	3 <sup>rd</sup> May 2018	N

At the time of publication of this agenda, the following comments/objections had been made in respect of the following applications:

Comments made against above applications at time of publication of the Agenda:

18/00272/FUL - Torrisholme Methodist Church

2 public objections to date:

(1) *We wish to object to the above planning application as there is no provision for the parking issues that we are already encountering on a daily basis. The plans show that there is to be an extra lounge built also the building line moved forward further into the carpark. As you can see there is so much already going on at the church. See quote from application:-*

*Our Hall is a vital Community resource, in constant use by a range of regular users in addition to our own church members. The current list of non-church activities is as*

*follows (approximate numbers in brackets) Art Class.(11): Drama Group (12 children): 2 Rainbows & Brownies groups (60+ children): Pilates (15); Dog Trainers (25): Dancers (60+): Retired Civil Servants (20): Gentle Exercise (17): Women's Fellowship (30+); Weekly old peoples lunch club (20); Zumba Class (20); Arts Society (20+); Sick visiting group (10) ; Greetings card makers (20); Mums & Toddlers (25). Occasional users..... Birthday Parties; Anniversary parties; Elections; Public meetings; Charity Christmas fair.*

*We have two vehicles and both our neighbours have four and although we keep ours off the road as much as possible the parking for the numerous events at the church is horrendous and we have to plan when we can get on & off our driveway. There are times when we have to plan when we think we will even get our vehicle near our house. I remember a few years ago a Police inspector drove down the street and due to the bad parking all the vehicles were ticketed. We fully understand that disabled access is probably required however this can easily be done within the existing building and no need for a new extension (Why is a lounge needed? ). The carpark should be made bigger and not smaller as it would be due to the size of the building and space that would be needed at the front for access. Some days vehicles are on both sides of Norwood drive at least halfway up also Longton drive is full from Morecambe road to Lancaster road. the dog trainers have no regard for the residents when they are leaving with their dogs barking when we are trying to get our young grandchildren to sleep.*

*There are many times when delivery vehicles have to reverse back down Norwood as they cannot get through. Lets just say that some of people attending are not the best at driving/parking.*

*The grassed area at the front should be made into a carpark to get the vehicles off the street then at least we would also get rid of the footballers on there every night (who have been told not to be) and can't read the signs. Also the balls constantly hitting the vehicles. The Police have been called on numerous occasions and just move them off only for them to return a few minutes later.*

*We are not against the church putting events on however Norwood/Longton drive and the extra parking of vehicles should be taken into account.*

*(2) We wish to object to this application due to a lack of privacy issue. Our garden backs onto the car park at the Church, we have lived here almost 22 years and during that time have had a good degree of privacy. This would change due to the proposed building having 3 windows looking onto our property. Surely velux roof windows would afford more light?*

*On the application the following question is asked to which the no box has been ticked: -And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?*

*We have a very old and mature magnolia tree at the bottom of our garden and would not wish any building works to impact on the health of the tree.*

18/00234/FUL - Bay Scaffolding, Northgate, White Lund Industrial Estate, Morecambe

One public objection to date:

*May I ask - Why has this application be accepted for resubmission when it was rejected previously under application 17/00868/FUL ? The title of the planning application seems to have remained unchanged?*

*The importance of this building to the community and industrial and wartime history and heritage of the local area remains significant and unchanged. The WW1 No.13 National Filling Factory "Power House" building should be preserved, not demolished. As the application 18/00234/FUL does not seem to indicate the preservation of this important local building, my objections remain on the same grounds as my comments to Application 17/00868/FUL.*

18/00206/FUL – Queens Hotel

3 public letters of support for the application have been received to date by the Planning Authority.

**Dates of Future Meetings of the Planning Development and Environment Committee**

Members will recall that Council on 15<sup>th</sup> March 2018 agreed the Meeting Timetable for 2018/19 apart from the dates for the Planning Development and Environment Committee.

The minute said:

“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.”

The dates of the draft Meeting timetable for the Committee were:

Thursday 10<sup>th</sup> May

Monday 4<sup>th</sup> June

Monday 2<sup>nd</sup> July

Monday 6<sup>th</sup> August

Monday 3<sup>rd</sup> September

Monday 8<sup>th</sup> October

Wednesday 7<sup>th</sup> November

Monday 3<sup>rd</sup> December

Wednesday 9<sup>th</sup> January

Monday 4<sup>th</sup> February

Monday 4<sup>th</sup> March

Monday 8<sup>th</sup> April

The MBI Group have informed the Clerk that they agree with the original proposed dates.

The Chairman of the Committee suggested some alternative dates, but some of these would not be possible as they clashed with other meetings on the timetable or were in the same week as a scheduled Council meeting. Following this the Chairman indicated that despite the problems the dates may create for some of his colleagues that he would accept the original proposed dates.

**The Council is required to consider the dates for the monthly meetings of the Planning Development and Environment Committee throughout 2018/19**

# **MORECAMBE TOWN COUNCIL**

Minutes of the Meeting of the **Personnel Committee** held on Thursday 12<sup>th</sup> April 2018 at 7.00 p. m. in the Morecambe War Memorial Hall

**Present:** Councillors S. Burns, R. Dennison, Janice Hanson, P. Heath and D. Hutton

**Officer in Attendance:** David Croxall (Town Clerk)

## **1. Appointment of Chairman**

**Resolved:**

That Councillor R. Dennison be appointed Chair of the Personnel Committee until the Annual Council Meeting in May 2018.

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

That Councillor Janice Hanson be appointed Vice Chairman of the Personnel Committee until the Annual Council Meeting in May 2018.

## **3. Apologies for Absence**

Councillor J. Pilling

## **4. Declarations of Interest**

There were no Declarations of Interest

## **5. Minutes of the Meeting of the Personnel Committee held on 29<sup>th</sup> September 2016**

**Resolved:**

That the minutes of the meeting of the Personnel Committee held on 29<sup>th</sup> September 2016 be noted as a correct record.

## **6. Exclusion of Press and Public**

**Resolved:**

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

## **7. Employee Matters**

The Clerk submitted a report which dealt with the following matters:

(a) Resignation of the Assistant Clerk

The Committee were requested to consider the following and make recommendations to Council regarding:

- Does the Council require an Assistant Clerk's position?

- If the answer to the above question was yes – does the Council retain the status quo i.e. advertise and appoint on 30 hours per week contract on the current grade?
- Consider the draft job description and person specification
- The advertising process and appointment process

It was suggested that the Council considers an interim appointment, whilst the vacancy was advertised to enable continuity of service delivery. The Clerk was asked to take advice from appropriate Personnel experts regarding the process and legal requirements of appointing an interim Assistant Clerk, and submit the advice received to Councillors prior to the meeting of Council on 19<sup>th</sup> April.

(b) Town Clerk's Appraisal – 12<sup>th</sup> March 2018 – the Committee considered the outcomes of the Clerk's appraisal

(c) Sickness and Absence Management Policy

The Council does not currently have an Absence Management Policy. Even though the Council only employed two persons, it would be good practice to adopt a suitable policy, as this would make it easier for the Council to manage absence and take action regarding repetitive absences and long term absences if it so wished.

A draft policy was submitted for consideration. This was based on Lancaster City Council's Policy. The policy was detailed and lengthy. Whilst this may seem too much for a small Town Council, it endeavoured to deal with all eventualities and clearly set out for both Councillors and staff what is expected and how issues would be dealt with.

Neither the City Council policy or the proposed draft considers compassionate leave issues and the Committee considered how to include an appropriate policy in the overall Policy to state in what circumstances the Council may consider awarding compassionate leave, whilst ensuring such policies were fair and equal to all staff regardless of grade and gender.

#### **Resolved:**

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

- (1) **Consider the advice to be obtained by the Clerk regarding the filling of the Assistant Clerk's post and the Clerk to provide a list of meetings (both internal and external) to Councillors taking place in the next 3 months.**
- (2) **To note the contents of the Town Clerk's Appraisal undertaken on 12<sup>th</sup> March 2018**
- (3) **Agree the draft Sickness and Absence Management Policy as submitted to the Committee, and that the Clerk submits to Council suggested wording based on the ACAS guidelines for dealing with compassionate leave**
- (4) **Agree that in future sickness records be forwarded to members of the Personnel Committee on a quarterly basis.**

----- Chairman

The meeting closed at 8.30 p.m.