



14 June 2024

To: **Members of Morecambe Town Council - Cllr C Ainscough, Cllr J Ainscough, Cllr D Blacow, Cllr D Bottoms, Cllr L Bradbury, Cllr T Clarke, Cllr B Cooper, Cllr F Cooper, Cllr C Cozler, Cllr R Dennison, Cllr W Dixon, Cllr K Gee, Cllr J Goodrich, Cllr J Hanson, Cllr P Hart, Cllr C Kent, Cllr D Knight, Cllr G Knight, Cllr J Livermore, Cllr M Pattison, Cllr J Pilling, Cllr J Rogerson, Cllr J Slater, Cllr M Stenneken, Cllr R Walsh, Cllr D Whitaker.**

Dear Councillor,

Dated this fourteenth day of June 2024, you are hereby summoned to attend a meeting of Morecambe Town Council to be held at 19:00 on the twentieth day of June 2024, to transact business listed in the agenda.

The meeting will be held in Morecambe Town Hall, Marine Road East, Morecambe, LA4 5AF to transact business on the agenda.

Note to Councillors:

If you are unable to attend the meeting, please notify the Proper Officer of your apologies.

Note to Public:

Electors of the town wishing to address the Council are advised to notify the Proper Officer before 10am on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. Public participation session at a meeting shall not require response or debate and shall solely consist of matters relating to items on the agenda. If the representation made is considered outside the remit of Morecambe Town Council, electors will be referred to the principal authority or other appropriate body.

Your sincerely,



Mr Luke Trevaskis, CiLCA, PSLCC.
Chief Executive

Agenda

1. **Apologies** - to receive apologies for absence and consider any reasons for acceptance.
([Local Government Act 1972, Section 85](#))
2. **Declarations** - to record any declared interests relating to the business of the meeting and receive any dispensation requests from the Proper Officer.
([Localism Act 2011, Section 31](#))
3. **Minutes** - to approve the minutes of the last meeting.
([Local Government Act 1972, Section 111](#))

4. **Public Participation** - to receive representations from electors that have requested to speak by 10am regarding a matter on the agenda.

(Morecambe Town Council Standing Orders - Sections 1d-1f)

Note: any electors addressing the Council must not exceed a three minute time limit.

5. **Planning Application 24/00621/FUL** - to note the concerns of members regarding Planning Application 24/00621/FUL (21 Clarendon Road East) and consider the below objection.

DRAFT OBJECTION TO 24/00621/FUL

"On behalf of Morecambe Town Council, I am writing to formally object to the proposed conversion of 21 Clarendon Road East into an 8-bedroom House of Multiple Occupancy (HMO). Following concerns from residents of Morecambe, I wish to highlight several significant concerns regarding this proposed development.

1. **Parking Issues:** *The conversion of a family home into an 8-bedroom HMO will inevitably lead to an increase in the number of residents, resulting in a surge in vehicles requiring parking space. Morecambe is already experiencing strain on parking availability, and this development would exacerbate the problem. The insufficient provision of parking spaces for tenants and visitors could lead to congestion on residential streets, impeding access for emergency vehicles and inconveniencing existing residents.*
2. **Noise Pollution:** *The proposed HMO conversion raises legitimate concerns about increased noise levels in the vicinity. With a higher density of occupants, there is a greater likelihood of disturbances, particularly during evenings and weekends. This could significantly disrupt the tranquility of the neighbourhood and negatively impact the quality of life for existing residents.*
3. **Loss of Family Homes:** *Converting a family home into an HMO contributes to the erosion of the traditional family housing stock in Morecambe. This trend undermines the diversity and cohesion of the community, as it diminishes the availability of housing suitable for families. Preserving family homes is essential for maintaining the social fabric of the area and providing stable living environments for families.*
4. **Pressure on Waste Disposal Services:** *The proposed HMO conversion would impose additional pressure on waste disposal services in the area. With more occupants generating waste, there is a risk of overflowing bins, littering, and strain on collection schedules. This could lead to hygiene concerns and environmental degradation, detracting from the overall attractiveness of the neighbourhood.*
5. **Potential for Anti-Social Behaviour:** *Introducing a large HMO into a residential area raises concerns about potential anti-social behaviour. The transient nature of HMO tenants, combined with overcrowding, can sometimes result in disturbances, vandalism, and other forms of anti-social behaviour. This poses a threat to the safety and well-being of both residents and the broader community.*

These objections align with the principles outlined in the National Planning Policy Framework (NPPF), which emphasises the importance of sustainable development that respects the character and amenity of existing communities. The proposed HMO conversion fails to meet these criteria and represents a departure from sound planning principles.

In conclusion, I urge the Planning Authority to reject the application for the conversion of 21 Clarendon Road East into an 8-bedroom HMO. This development is not in the best interests of the local community and would have detrimental effects on parking, noise levels, housing diversity, waste disposal services, and anti-social behaviour.

Thank you for considering the above objections."

10. **Financial Regulations** - to note that the Model Financial Regulations document produced by NALC has been reviewed, to consider the Financial Regulations and agree amends as recommended by the Finance and Governance Committee.

11. **Financial Risk Management Scheme** - to review and agree the proposed amends as recommended by the Finance and Governance Committee.

12. **Standing Orders** - to review and agree the proposed amends to Section 17 as recommended by the Finance and Governance Committee:

*Section 17. Financial Matters - Any **income** or expenditure **received or committed** by the Council shall be in accordance with the Council's financial regulations.*

13. **Policies** - to review and agree the proposed amends to the below policies as recommended by the Finance and Governance Committee, and delegate to the Finance and Governance Committee to have responsibility for updating and amending these policies as required.

- Reserves Policy
- Income and Debt Management Policy
- Expenses Policy

14. **Annual Governance and Accountability Return 2023-2024** (Accounts and Audit Regulations 2015)

To consider the draft governance assertions, end of year budget account summary, annual accounting return, and bank reconciliation for submission to the External Auditor by end of June 2024.

15. **Armed Forces Champion**

To consider the creation of an Armed Forces Champion role for the Town Council and nominate a member.

The Armed Forces Champion role is a designated position within local government, organisations, or communities aimed at supporting and advocating for the needs and interests of military personnel, veterans, and their families. The role involves several key responsibilities and functions, including:

Advocacy and Representation:

- Act as a representative and advocate for current and former members of the armed forces within the community or organisation.
- Ensure that their needs and concerns are heard and addressed at various levels of decision-making.

Policy and Strategy Development:

- Work with local authorities, military organisations, and community groups to develop and implement policies that support the armed forces community.
- Promote the integration of armed forces considerations into broader community strategies and plans.

Support and Services Coordination:

- Facilitate access to services and support for armed forces personnel, veterans, and their families, including healthcare, housing, education, and employment.
- Coordinate with various agencies and service providers to ensure comprehensive support is available.

Community Engagement and Awareness:

- Raise awareness of the contributions and needs of the armed forces community through public outreach and education initiatives.
- Participate in events that honour and support military personnel and veterans.

Monitoring and Reporting:

- Monitor the implementation and effectiveness of policies and initiatives aimed at supporting the armed forces community.
- Report on progress and challenges to relevant stakeholders, including government bodies and community organisations.

Building Partnerships:

- Establish and maintain partnerships with military organisations, charities, businesses, and other stakeholders to enhance support networks for the armed forces community.
- Encourage and facilitate collaboration among different groups working to support military personnel and veterans.

Providing Guidance and Support:

- Offer guidance and support to military personnel, veterans, and their families on various issues, including navigating services and accessing benefits.
- Act as a point of contact for individuals seeking assistance or advice related to military service.
- Support the Council to attain accreditation with a Ministry of Defence Employer Award.

Conclusion

The Armed Forces Champion will play a crucial role in ensuring that the unique needs of the armed forces community are recognised and met, fostering a supportive and inclusive environment for those who have served their country.

16. Multi-Dwelling Housing Champion

To consider the creation of a Multi Dwelling Housing Champion role for the Town Council and nominate a member.

The Multi-Dwelling Housing Champion is a designated individual responsible for advocating for the proper maintenance, regulation, control, and oversight of multi-dwelling housing units, including Houses in Multiple Occupation (HMOs). This role serves as a vital link between residents, local authorities, and regulatory bodies, ensuring that housing standards are upheld and resident concerns are addressed effectively.

Key Responsibilities:

Point of Contact for Residents:

- Act as a point of contact for residents of multi-dwelling housing units who have concerns.
- Address and liaise with residents regarding their concerns and issues related to living conditions, safety, and housing regulations.

Periodic Inspections:

- Conduct regular (from the highway) inspections of the exterior condition of HMOs and other multi-dwelling units.
- Identify and report any visible defects or environmental hazards, such as structural damages, waste accumulation, or unkempt areas, to the relevant authorities.

Lobbying and Advocacy:

- Collaborate with members of the Town Council (TC) to advocate for stronger enforcement and enhanced regulations by Lancaster City Council (LCC).
- Work towards the introduction of more rigorous standards and enforcement measures to ensure safe and habitable living conditions for all residents.

Reporting and Monitoring:

- Log records of inspections, resident complaints, and report issues.
- Monitor the resolution of reported defects and hazards to encourage timely and effective remediation.

Community Engagement:

- Work with officers to engage with the local community and resident groups to gather feedback and understand their needs and concerns.
- Work with officers to organise meetings or forums to facilitate communication between residents and local authorities.

Regulatory Compliance:

- Stay informed about current housing regulations and standards related to multi-dwelling units.
- Ensure that residents and property owners are aware of their rights and responsibilities under these regulations.

Partnership Building:

- Establish and maintain partnerships with local housing authorities, environmental health departments, and other relevant organisations.

- Collaborate with these entities to promote best practices and improve housing standards in the community.

Conclusion

The Multi-Dwelling Housing Champion plays a crucial role in maintaining the quality and safety of multi-dwelling housing units, ensuring that residents' concerns are heard and addressed, and working towards stronger regulatory frameworks to enhance living conditions for all.

17. Disability Champion

It is proposed to create a new position for a member of the Council to become a Disability Champion to play a key role in promoting inclusion, accessibility, and equal opportunities for individuals with disabilities within the organisation and wider community. Their responsibilities will encompass advocacy, support, and overview of best practices to ensure that people with disabilities are valued and treated equitably. The key roles and responsibilities of the Disability Champion would include:

Advocacy and Awareness:

- **Raising Awareness:** help to educate colleagues, stakeholders, and the broader community about disability issues, including the barriers faced by people with disabilities and the importance of accessibility and inclusion.
- **Promoting Inclusivity:** Advocate for an inclusive culture where the rights and contributions of individuals with disabilities are recognised and respected.

Policy Development and Implementation:

- **Influencing Policy:** Work with other members and officers to develop, implement, and review policies and practices that promote disability inclusion and accessibility.
- **Compliance:** Ensure that the Council complies with relevant laws and regulations, such as the Equality Act 2010 in the UK, which protects individuals from discrimination.

Accessibility Improvements:

- **Assessing Needs:** Identify any accessibility issues that may need attention.
- **Implementing Changes:** Advocate for and help implement necessary changes to facilities, services, and technologies to make them accessible to everyone.

Training and Education:

- **Delivering Training:** Receive training to deliver sessions to educate employees and members about disability awareness, inclusive practices, and the use of assistive technologies.
- **Ongoing Education:** Ensure continuous learning and development opportunities related to disability inclusion are available and encouraged within the Council.

Monitoring and Reporting:

- **Tracking Progress:** Assist with monitoring the effectiveness of disability inclusion initiatives and policies, gathering data and feedback to measure progress and identify areas for improvement.
- **Reporting:** Provide an annual report to the Council on the status of disability inclusion efforts, highlighting successes and areas needing attention.

Community and Stakeholder Engagement:

- **Building Partnerships:** Engage with external organisations, disability groups, and stakeholders to share best practices, collaborate on initiatives, and stay informed about emerging issues and solutions.
- **Feedback Mechanism:** Establish channels for receiving feedback from individuals with disabilities and other stakeholders to continuously improve accessibility and inclusion efforts.

Championing Diversity:

- **Role Model:** Act as a role model for inclusive behaviour, demonstrating commitment to diversity and setting a positive example for others within the Council and wider community.
- **Mentorship:** Provide mentorship and support to other members who are interested in championing disability issues.

Conclusion

A Disability Champion is integral to fostering an inclusive environment where individuals with disabilities can thrive. By advocating for accessibility, influencing policy, providing support, and educating others, Disability Champions help to create a culture of equity and respect that benefits everyone. Their work will ensure that the Council and our local communities are better equipped to meet the needs of all, promoting diversity, inclusion, and social justice.

18. Equality, Diversity, and Inclusion (EDI) Champion

It is proposed to appoint a dedicated individual within the Council's membership to promote and advocate for equality, diversity, and inclusion. Their primary goal would be to foster an environment where all individuals are treated fairly, have equal opportunities, and can thrive regardless of their background, identity, or circumstances. Here are the key roles and responsibilities of the Equality and Diversity Champion:

Advocacy and Awareness:

- **Promoting Awareness:** Raise awareness about the importance of equality, diversity, and inclusion within the Council and wider community.
- **Challenging Prejudice:** Actively encourage the challenge of discriminatory behaviours, practices, and attitudes, and encourage others to do the same.

Policy Development and Implementation:

- **Influencing Policy:** Work with members to develop, implement, and review policies and practices that promote EDI.
- **Ensuring Compliance:** Provide overview to ensure that the Council complies with relevant laws and regulations, such as the Equality Act 2010 in the UK, which aims to protect people from discrimination.

Training and Education:

- **Delivering Training:** Receive and deliver training sessions on topics related to EDI, such as unconscious bias, cultural competence, and inclusive practices.
- **Ongoing Learning:** Promote continuous learning opportunities to keep everyone informed about EDI issues and best practices.

Support and Resources:

- **Providing Support:** Offer support and guidance to individuals who face discrimination or barriers to inclusion.
- **Resource Coordination:** Act as a point of contact for accessing EDI-related resources, support services, and information.

Monitoring and Reporting:

- **Tracking Progress:** Monitor the effectiveness of EDI initiatives, collecting data and feedback to assess progress and identify areas for improvement.
- **Reporting:** Report at least annually to the Council on the status of EDI efforts, highlighting successes and areas needing attention.

Community and Stakeholder Engagement:

- **Building Partnerships:** Engage with external organisations, EDI groups, and stakeholders to share best practices, collaborate on initiatives, and stay informed about emerging issues and solutions.
- **Feedback Mechanism:** Establish channels for receiving feedback from employees, community members, and other stakeholders to continuously improve EDI efforts.

Creating an Inclusive Culture:

- **Role Modelling:** Serve as a role model for inclusive behavior, demonstrating a commitment to EDI and setting a positive example for others.
- **Promoting Diversity:** Encourage the celebration of diversity within the organisation or community, and work with officers to organise events that recognise and celebrate various cultural, ethnic, and social backgrounds.

Addressing Barriers:

- **Identifying Barriers:** Identify and address barriers to equality and inclusion, whether they are institutional, procedural, or cultural.
- **Implementing Solutions:** Advocate for and help implement solutions that remove these barriers and create a more inclusive environment.

Conclusion

An Equality, Diversity and Inclusion Champion will play a crucial role in creating a fair and inclusive environment where all individuals are valued and have equal opportunities. Through advocacy, policy influence, education, and support, this champions will help to build a culture of respect and inclusion. Their efforts will ensure that the Council and its communities can harness the benefits of diversity, fostering innovation, cohesion, and a sense of belonging for everyone.

19. **100th Anniversary of Eric Morecambe** - to consider this historic occasion and agree to request that the Festivals and Events Committee organise an event in celebration of his life, preferably working with other organisations in the town.

Proposer: Cllr Paul Hart. Seconder: Cllr John Livermore

20. Lancaster District Open Spaces Review

Lancaster City Council is keen to understand more about how residents use and value local public open spaces and recreation facilities and what might improve their attractiveness to local people.

The assessment is being undertaken to provide a robust up to date assessment of open spaces which will help make decisions in relation to protect, maintain and improve open space provision as part of the new Local Plan.

The Town Council's response to the survey will help the City Council to understand the needs and aspirations of local people regarding the open space and recreation facilities in the Morecambe area.

The Council is asked to consider the proposed submission, based on resident feedback.

21. Exclusion of the Press and Public

(Public Bodies (Admission to Meetings) Act 1960 - Section 1)

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

"That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings."

22. **Festival Grant Application 2024/5-002** - to consider and agree actions.

23. Central Government Grant - Community Ownership Grant

To receive an update on progress since the last meeting and review documentation following community engagement, delegating to officers to finalise application following review and approval of projected projects costs, timescales, feasibility, and ongoing operational costs, noting that a final decision to proceed at a future point in time if the Council were to receive a successful offer of funding.