

APPLICATION TO DESIGNATE A NEIGHBOURHOOD AREA

TOWN AND COUNTRY PLANNING ACT 1990

NEIGHBOURHOOD PLANNING (GENERAL) Regulations 2012.

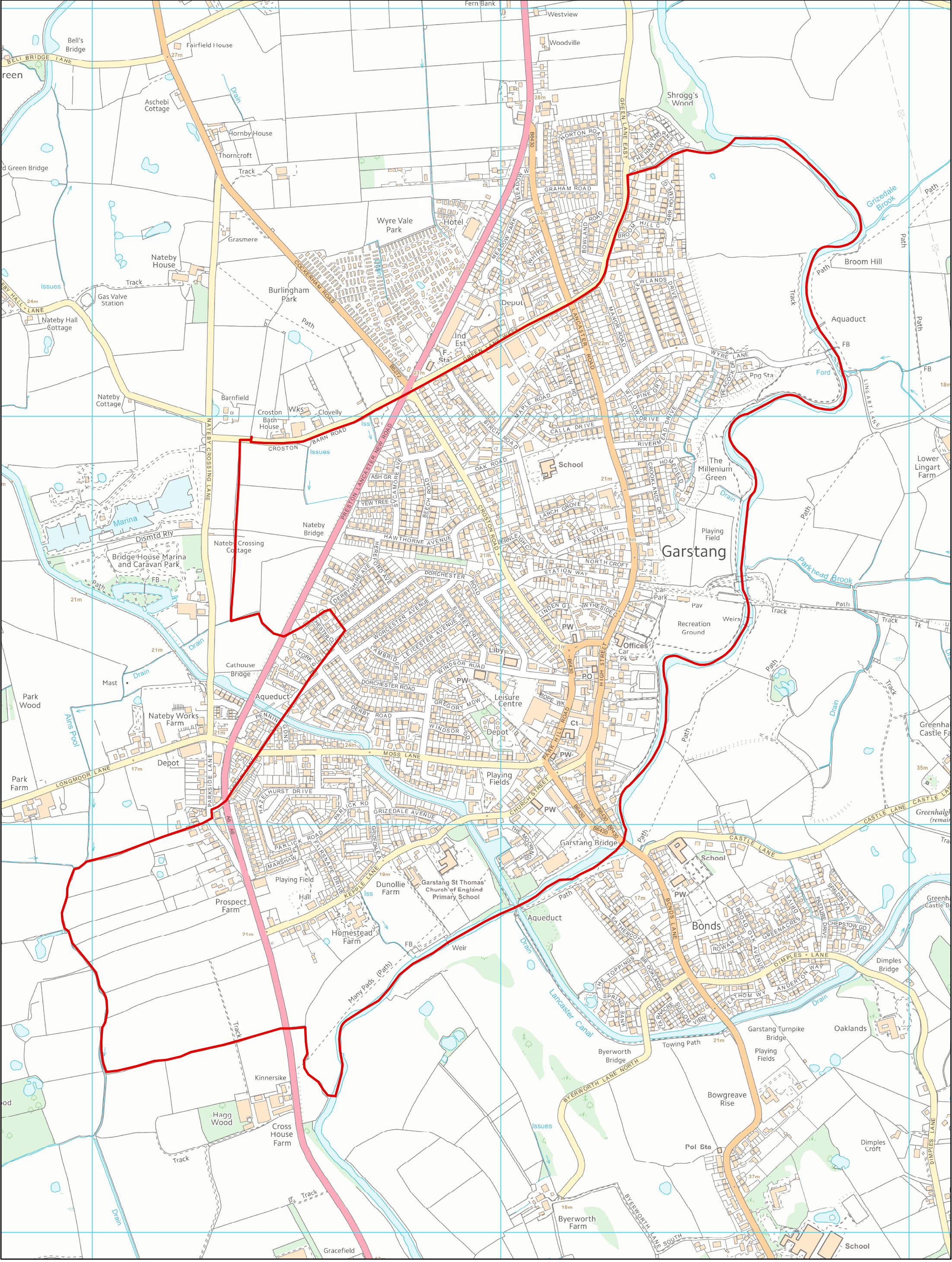
1. **Parish Clerk details:** Mrs Edwina Parry, Town Clerk, Garstang Town Council, Garstang Police Station, Moss Lane, Garstang, PR3 1HB
Tel 07592 792 801 email garstangtc@btinternet.com
2. **Additional Details:** Councillor Roger Brooks, The Gardener's Cottage, Church Lane, Winmarleigh, Preston PR3 0LA. M;07889124077.Email;rogerwilliambrooks@outlook.com
3. **Relevant Local Planning Authority**
Wyre Borough Council
4. **Relevant body;** I confirm that we are the relevant body to undertake Neighbourhood Planning in our area in accordance with S. 61G of the 1990 Act and S. 5C of the 2012 Regulations.
5. **Name of the Neighbourhood Area.**
The area shall be known as the GARSTANG NEIGHBOURHOOD AREA.
6. **The Extent of the Area.**
The whole of the parish of Garstang within the civil parish boundary, as detailed on the accompanying map.
7. **The Intention of the Neighbourhood Area.**
It is intended to undertake a Neighbourhood Development Plan.
8. **Additional Joint Parish Details.**
This is not a joint application.
9. **Statement.**
 - a. The Area within the red line shown on the accompanying plan is all the civil parish of Garstang.
 - b. The Town Council is determined to maintain Garstang as a vibrant small heritage market town and service centre with a healthy mix of retail outlets, services, hotels, restaurants, cafes and diverse leisure and cultural opportunities to attract residents and visitors to support the local economy and also the Environmental Gateway for visiting the open countryside, canal, river, villages and the Forrest of Bowland on our doorstep.
 - c. We acknowledge that with few exceptions such as sports fields, parks, car parks and town centre open spaces privately owned and some sites on the edges of the parish to the West much of the parish is developed.
 - d. The purpose of the Plan is to develop policies in harmony with the Local Plan to give certainty and confidence to those hoping to invest in the Town so it might thrive in an uncertain world.
 - e. The Town Council resolved on 20th November 2017 to submit a Neighbourhood Area Application to Wyre Council to designate the area for the Neighbourhood Plan. The resolution to proceed, is detailed on the accompanying Town Council meeting minutes.
 - f. There are four parishes sharing a boundary with Garstang namely Barnacre with Bonds to the East and South, Kirkland to the South, Nateby to the West and Cabus to the North. Although we invited Barnacre with Bonds to make a joint application they declined. We understand that they are in the process of forming a working party to consider making their own application.

Declaration.

We hereby apply To Designate a Neighbourhood Area as described above and in the accompanying plan.

Mrs E Parry, Town Clerk, Garstang Town Council

Dated 6 February 2018



GARSTANG TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 20 NOVEMBER 2017, 7.30pm AT THE LIBRARY

In attendance: Chairman – Ryder

Councillors: Allan, Brooks, Halford, Harter, Hesketh, Leech, Perkins and Salisbury

Also present: one member of the public

Before opening the meeting, the Mayor acknowledged the anniversary of 70 years of marriage of the Queen and the Duke of Edinburgh.

123(2017-18) Apologies for absence

Cornthwaite, Hynes and Webster

124(2017-18) Declaration of Interest

Item 10 – pecuniary interest, Cllr Harter; Trustee Kepple Lane Park Trust.

125(2017-18) Minutes

A copy of the minutes of the Town Council meeting held on 16 October 2017 and the extraordinary meeting held on 23 October 2017 had been circulated.

Resolved: The minutes, of both meetings, were confirmed and signed as a true record.

126(2017-18) Public Participation (including a police report)

The meeting was adjourned to allow members of the public to speak. The member of the public did not wish to speak.

The Council acknowledged receipt of the police report.

Could I please ask you to pass on to any owners of premises that have lead flashing, lead lining, lead guttering, lead roofing etc to be vigilant and regularly check their premises. During October and already in November there have been a number of lead thefts from buildings such as churches, an electricity sub station and a porch roof. Encourage crime prevent initiatives such as Selecta DNA or smart water or CCTV covering areas of premises that could be vulnerable. Although an arrest of two males was made in October, in Longridge, and stolen lead was recovered from the vehicle that they were stopped in, there is clearly an on-going pattern in the Garstang and Over Wyre area of lead theft from vulnerable premises. As of Monday 13th November, for four weeks, I will have limited access to emails as I will be on a course at Police HQ. Then from the 8th December to the 3rd January 2018 I will be on leave, with the exception of two shifts within that time, so if you have any cause to need to speak to a Neighbourhood Supervisor please email the Fleetwood Neighbourhood Sgt – Sgt 133 Natali Harper (133@lancashire.pnn.police.uk) or The Geographic Inspector - Insp Jon Smith (3497@lancashire.pnn.police.uk). If however one of the team can help please either ring and leave a message on the team voicemail 01995 607869 or email the team mailbox garstangoverwyreandpoulton.NPT@lancashire.pnn.police.uk

127(2017-18) Wyre Council; Publication Draft Wyre Local Plan 2017

Cllrs acknowledged receipt of the TC's comments submitted on 2 November 2017 to Wyre Council (copy on file)

128(2017-18) Community centre update

Cllrs acknowledged receipt of the updates from Wyre Council.

14/11/17; presently the sale contract for the former Garstang Council offices is with the solicitors at present. Enquiries before purchase have been completed by WBC and these have been forwarded to the purchasers solicitors prior to exchange of sale contracts.

I am currently allowing Keyworker Homes (the purchaser/developer) access to the property so that they can show demolition contractors around and invite quotes. Last week Keyworker Homes informally advised that they thought that the development was likely to start, following the demolition phase, early next year.

Update from Mr Payne, CE, 19/10/17

The sale of the building has not been completed but I expect that will be concluded in the next month or so and I will check with our legal team if the value can be put in the public domain.

The sale will be used to fund maintenance and repairs of existing assets, the priority has yet to be determined. As I have stated previously income from the sale of assets is not ring fenced to a particular part of the borough.

129(2017-18) Adopted 'Procedure for a casual vacancy for town councillor co-option' policy

Further to last month's meeting the Clerk was asked to seek further clarification from LALC and SLCC about excluding the press and the public whilst applicants presented themselves to the Council. The following advice had been received from LALC and SLCC

LALC - The reason for resolving to exclude members of the press and public is to maintain the possible confidentiality of applicant's personal details. The vote is then taken in public. I wouldn't expect the statement/CV to be published on the agenda and possibly not their addresses at this stage.

SLCC - All personal information obtained by the Council prior to the meeting to co-opt a new member should remain confidential for data protection. However, the discussion and decision to appoint should take place in the public meeting.

In light of the advice received, the Council considered any amendments that needed to be made to the policy.

Resolved:

- a) The Council wished to include the name of the applicant and the name of the road where the applicant lives in the public agenda.
- b) That candidates prepare a brief statement, why they wish to stand as a Town Cllr and what their strengths are. The candidates to be made aware that the information received will be published on the public agenda.
- c) The Council would continue to exclude members of the press and public whilst candidates gave their presentation.

The Clerk was asked to amend the policy with the updates.

130(2017-18) Neighbourhood Plan

Cllr Brooks reported that he had attended the Barnacre with Bonds (BwB) Parish Council meeting on 18 November. BwB were holding an extra-ordinary Council meeting (6 December) to determine whether or not the parish wished to be included in the Garstang Neighbourhood Plan.

Resolved: That the Clerk be given delegated powers to notify Wyre Council of the designated area for the Neighbourhood Plan. The decision would depend on the outcome of the BwB extraordinary meeting. It would either include only the civil parish boundary of Garstang, or in the alternative include the civil parish boundary of Garstang plus a parcel of land east of the River Wyre.

131(2017-18) Introducing new projects

Cllr Brooks proposed that an ad hoc committee chaired by the mayor be established to meet out of council to consider how ideas, which might prove controversial, should be progressed, if at all. The Clerk provided the following advice to Council;

- *it allows one person or as small group of Cllrs to dominate its work*
- *Allows a councillor (including the chairman) to make decisions on its behalf*
- *Doesn't listen to or communicates with its community.*
- *The Council is a corporate body, and as such the Council, as a whole, make a decision. The Council meetings are public events; the meetings must be advertised and the press and public have a right to observe how the council operates. Exceptions are when sensitive issues are discussed (such as legal, contractual or staffing matters).*
- *Working parties or 'task and finish' groups are occasionally set up for a short term purpose. The wp cannot make a decision on behalf of the Council, but they can explore options and present them to the council for decision*

Resolved The Council choose to not to set up ad hoc committees as suggested by Cllr Brooks.

132(2017-18) Kepple Lane and Moss Lane playing field tree inspection

Cllr Harter reported that quotations had been sought to undertake a walking survey of Kepple Lane Park and Moss Lane Playing Field and produce in relation to each site a Tree Survey Plan, Tree data Schedule, related images and Recommendations.

Quote A cost £400.00 plus vat.

Quote B cost £280 (no vat)

A third quotation had been sought but no reply was received.

Resolved: The Council approved Quote B to carry out the survey. The Council **further resolved** that the Kepple Lane playing field tree inspection costs come from the annual maintenance monies allocated to the KLPT. The funding for the Moss Lane tree inspection comes from Garstang Town Council funds.

133(2017-18) Annual Town Council meeting (ATCM arrangements)

Further to the Youth Council's annual meeting being held in the function room at Wyrebank and

the positive feedback that was received, the Council considered that the ATCM in May be held in the same venue. The Clerk reported that there would be no cost to the Council to hire the facility.
Resolved: That the ATCM is held at Wyrebank, on Wednesday 23 May 2018.

134(2017-18 Garstang Scarecrow Festival

- a) Update Cllr Webster - I am pleased to report that the Scarecrow Festival is going from strength to strength. We have set up a constitution for Garstang Scarecrow Festival, I myself as Chair, Tony Fennell as Treasurer and Sandra D Perkins as Secretary. We have opened a bank account with Natwest in Garstang and are now in a position to apply for the County Councillor grant and Lottery Funding. I have been advised to apply for the National Lottery Awards For All grant. We have received a very positive response to our sponsorship request. We will be holding another meeting soon to co-ordinate our various ideas and activities. We are very pleased to confirm the ladies from Team ShazzAnn who have a high profile in Garstang and have raised £50,000 for local charities over the last 2 years would like to support, help and promote Garstang Scarecrow Festival, in particular our raffle.
Would the Town Council like to confirm whether they require a bond for the use of Moss Lane Playing Fields and if so how much? Would it be refundable?
- b) The Clerk had circulated an event application form that Preesall Town Council use, when community groups wished to use their facilities. Did the Town Council wish to use adopt the policy for its own use?

Resolved: The Town Council wished to adopt this application form, for Town Council use The Town Council **further resolved** that rather than take any bond monies from a charitable organisation, the approved document would include a paragraph to state that any damage to the field would be made good, and that this would be covered by the organiser of the events policy. Before and after photos would be taken to document the condition of the field.
It was delegated to the Clerk and Cllrs Halford and Harter to add the paragraph, to the approved document.

135(2017-18) 100 years anniversary of the end of WW1

Cllrs noted that on Sunday 11th November 2018, in order to commemorate the 100 years anniversary of the end of WW1, it is proposed that local historian Paul Smith will give a suitable talk probably in the evening. It is requested that should the town council be minded to organise any event linked to the final day of the period that this does not clash with the date and time of the event of the talk. As the Town Council was an initial sponsor of the book, the 2018/2019 mayor and consort will be invited to attend.

136(2017-18) Kepple Lane Park

Cllrs noted Cllr Harter's following update:

- a) Trustees - a new Trustee has been appointed, and have the required number. Looking at possibly setting up a "Friends of..." Rather than adding further Trustees.
- b) Overview of the Fun Day - this was the most successful (both day and financially) and in simple terms the monies raised are earmarked for the 2018 Fun day (c£700)
- c) Future development on Park to include additional picnic table and benches (3) early spring to be funded from the Trust. (c£650).
- d) Future development to renew/replace part of the grassed area of the football "pitch" with a "muga" surface. Quotations currently being obtained (area 16mtrs x 24 mtrs) will be in the region of £15/18k (net). Currently approaching a mix of funders to include c£1k from the Park Trust and there will be a request from the Town Council from the ring fenced funds held (total held c£8k), additional possible funders to include Lancashire Environmental Fund, Sport England Community Asset Fund, Co-op Community Fund, Barratt's, and the local Lions have expressed an interest in supporting the project. Regular updates to follow.
- e) Finally - RHS NW in Bloom, hope everyone has seen the publicity re the Awards that the Park has received this last month from the RHS. Just confirms the value of the area, as seen by a nationally accepted outside body, to the continued enjoyment of the town and its visitors.

137(2017-18) Clerk mobile phone and office Wi-Fi

The Clerk reported that further to last month's resolution the Clerk had purchased a mobile phone on a 24 month contract, with 500mb, 300 minutes and unlimited texts at £15/month and an upfront fee of £19.00. Following 4.5 of the TC's financial regulations, the Clerk had reviewed the mobile Wi-Fi. For 2 of the past 4 months, the data usage has exceeded the data allowance. A new 12 month contract of 15GB @ £10.00 has been taken out commencing 7/11/17. The previous arrangement was 5GB @ £15.00.

138(2017-18) Review of Consultation and Implementation of a Public Space Protection Order (PSPO) for Dog Control

Council acknowledged the update from the Clerk. Wyre Cabinet agreed (18/10/17) to the making of PSPO as shown in Appendix 1 of the report.

DOGS ON LEAD BY DIRECTION

Description of Land to which Schedule 3 applies:

1. The areas of land listed below, which are open to the air and to which the public are entitled or permitted to have access (with or without payment) within the Borough of Wyre

Garstang/Catterall sites:

Canterbury Way Garstang, Derbyshire Avenue Garstang and Garstang Riverside Area

139(2017-18) Porkers in the Trough

Council acknowledged the update from Cllr Ryder

In recent years the Mayor has had the privilege of starting the Porsche rally which does a circuit through the trough of Bowland before returning for dinner at Garstang golf club. In discussion with the organisers the 60 or so cars will now parade through the High street first, and therefore become an event and attraction for the town.

140(2017-18) Council surgeries

(a) Council surgery held on 5 November 2017

Cllr Perkins reported that she and Cllr Harter had attended. There was no contact from the public apart from the odd hello.

(b) 2018 Council surgeries – for decision

The Clerk advised that a rota is drawn up for the following 2018 surgeries (2 Cllrs required at each surgery)

Resolved: The following attendees were approved.

6 January Cllrs Allan and Harter

3 March Cllrs Halford and Harter

5 May Cllrs Ryder and Salisbury

7 July Cllr Hesketh

1 September Cllr Leech

3 November Cllrs Halford and Perkins

The list would be brought back to December's meeting so that absent Cllrs could fill the vacancies

141(2017-18) Committee membership

The Clerk reported that the new Cllr induction training with Cllr Leech had taken place.

Resolved: That Cllr Leech is appointed onto the Finance and Personnel Committees.

At this point of the meeting Cllr Ryder left to attend a Mayoral engagement. Cllr Perkins was elected Chairman.

142(2017-18) Youth Council

Cllrs acknowledged receipt of the minutes of the last Youth Council meeting held on 8 November 2017. The Clerk reported that Cllrs Allan and Leech had attended the above meeting and are willing to come on board and work alongside Cllr Perkins with the Youth Council. Cllr Webster has also offered her assistance, when she can and would like the Youth Council to be involved in the Scarecrow festival. The Clerk reported when looking on the GOV.UK website, a basic check is £26 although it states that checks are free for volunteers.

Resolved: That a DBS check is processed for Cllrs Allan, Leech and Webster.

143(2017-18) Garstang Musical productions

Cllrs acknowledged receipt of the 'Thank you' letter from the above group for the grant donation.

144(2017-18) Precept 2018/19

The Clerk reported that the Finance Committee will meet on 27 November 2017 to discuss the budget and recommend a precept figure to Full Council. Cllrs had been asked to provide the Clerk with projects and associated finance requirements so that they may be included in next year's precept.

Resolved: The following requests would be reported to the Finance Committee;

a) improvements at the War Memorial - Cllr Halford



b) Cllrs Ryder and Hynes requested to move £20,000 from the community project budget to the Moss lane budget.

145(2017-18) Planning Committee

Cllr Perkins reported on the Planning Committee meeting held earlier that evening (separate minutes).

146(2017-18) Project List

The project list was updated.

147(2017-18) Finance

(a) Cllrs approved the following payments.

Bill payment Salaries (E Parry –& M Rossall)

Royal Bank of Scotland Bank account

Payee	Amount
000023 Mrs E Parry - Clerks expenses (15/6/17 – 16/11/17)	105.34
000030 Royal British Legion – Remembrance wreath	37.00

Electronic payments from HSBC account

C& C Supplies Lengthsman supplies	23.59
LALC guidance booklets	9.00

b) Cllrs acknowledged the Statement of Accounts at, 31 October 2017

HSBC Current account	£ 2,206.80
Royal Bank of Scotland	£ 3,568.48
HSBC Reserve account	£ 65,161.19
Money Market Account 1 year	£ 30,000

148(2017-18) Written reports from Outside Bodies

LALC meeting – Cllr Hesketh

Rosie Green reported that a Youth Life in Wyre survey (both on-line and on paper) will be undertaken in January through schools, local groups etc. The Together Make a Difference I-bus will be visiting a number of places including Garstang Tourist Information Centre to talk to people about volunteering, council services etc. Rosie will be leaving Wyre at the end of the year to go to work for the NHS.

Rea Psillidou, Planning Policy and Economic Development Manager then gave a presentation on the Local Plan describing the processes they had gone through and explaining that because of highways constraints, flooding issues and other factors e.g. Forest Of Bowland there is a shortage of 1361 houses in the plan period up to 2031. It offers 8220 (411 per year) against the need for 9581(479 per year). However the 8220 figure is considered the maximum that can be met. Wyre are proposing a policy of strategic areas of separation between settlements. Wyre hope to submit the plan in December and expect the examination to begin in January 2018. It is expected that the Inspector will arrange hearing sessions in March/ April. The process is designed to ensure that the plan is sound e.g. it complies with the legislation, proper consultations taken place and processes gone through. It is not a question of whether the plan is liked or not.

There followed a Q&A session which included concerns about the lack of health care facilities in the area and the role of CCGs in meeting needs, no chance of a new motorway junction during the plan period, and what is meant by sustainable development. Wyre said that the Highways evidence could be challenged and that there was a possibility that one developer will be making such a challenge.

149(2017-18) Written reports from Wyre and Lancashire County Councillors (information only)

Wyre Cllr Atkins

I have attended the following meetings

Millennium Green Trustee Meeting

Overview & Scrutiny Meeting to discuss the Task Group "Life in Wyre" report and decisions

Nateby Parish Council

Task Group "Engaging with Young People" I took the Young Mayor of Wyre to this meeting

Remembrance Sunday Service

Flood Group Meeting

Town Trust

Cllr Balmain - No report submitted. I have not attended any Wyre meetings since June 2017

Cllr Collinson - No report submitted.

County Cllr Turner - No report submitted

150(2017-18) Mayors engagements

7 th October	Mayor	Youth Council Coffee Morning
13 th October	Mayor	Democracy week – visit local primary schools to talk to school councils and answer questions in the morning In the afternoon with the Clerk host all primary schools together for further questions & answers
16 th October	Mayor	Memory Café Halloween Lunch
18 th October	Mayor & Mayoress	Garstang Musical Productions made in Dagenham
24 th October	Mayor & Mayoress	Young Mayor Making
28 th October	Mayor	Poppy Appeal Cheque Presentation
31 st October	Mayor, Young Mayor, & 1 Youth Councillor	Judging the 8 Halloween displays and handing out prize
31 st October	Mayor, Young Mayor, & 2 Youth Councillors	Judging the pumpkin contest and handing out the prizes.
4th November	Mayor	Opening the Xmas card sale at United Reformed Church
4th November	Mayor	Visiting the craft sale at the Arts Centre
4th November	Mayor & Mayoress	Poppy appeal collection at Booths
4th November	Mayor & Mayoress	Lighting the Lions Community Bonfire
12 th November	Mayor & Mayoress	Remembrance Parade, Service, Laying the Wreath

151(2017-18) Town Crier engagements

Date	Activity	Time of activity	Approx Hours Spent
7.9.17	URC Charity Coffee Morning	AM	2.5 Hrs
12.9.17	Talk on town Crying to craft Group Marshside Methodist Church Southport Fee £35	PM	4.0 Hrs
14.9.17	Advertising Kepple Lane Funday	AM	2.0Hrs
16.9.17	Advertising Kepple Lane Funday	AM	2.0 Hrs
17.9.17	Kepple Lane Funday	AM	2.0 Hrs
5.10.17	URC Charity coffee morning	AM	2.5 Hrs
6.10.17	Arts Festival Meeting	AM	2.0Hrs
9.10.17	Talk on Town Crying to Fellowship Marshside Road Methodist Church Southport Fee £35	PM	4.0 Hrs
20.10.17	Arts Festival Meeting	AM	1.5Hrs
24.10.17	Young Mayor Making	PM	2.0Hrs
5.10.17	URC Charity coffee morning	AM	2.5 Hrs

152(2017-18) Dates for diaries

Cllrs acknowledged receipt of the following dates:

Monday 27 November; 7.30pm – Finance Committee members budget briefing meeting

Thursday 30 November; 7.00pm Personnel Committee

Monday 4 December; 7.30pm, Full Council meeting

153(2017-18) Items for next Council Meeting

Councillors are asked to raise matters to be included on the agenda and 'Report of other representatives and projects', **the meeting of the Town Council on 4 December 2017 by notifying the Clerk by 24 November 2017.** The item should specify the business which it is proposed to transact in such a way that the member who receives it can identify the matters which he will be expected to discuss i.e. it needs to specify either what the proposal is and that a decision is required or whether the item is for information only.

The meeting finished at 20.35