

PARISH OF THURNHAM AND GLASSON
Draft Minutes of the Meeting of the Parish Council held at Glasson Dock Village Hall
on Monday 12th November 2018 commencing at 7-00 pm.

Present: Councillor Mr D Whitworth (Chair)
Councillor Mr M Hornshaw
Councillor Mr J Lamb
Councillor Mrs C Milligan
Councillor Mrs M Stainton
Councillor Mrs E Stott

1893 APOLOGIES: There were no apologies

1894 MINUTES: It was **RESOLVED** that the Minutes of the meeting held on **Monday 3rd September 2018** be approved.

1895 DECLARATION OF INTERESTS AND DISPENSATIONS: There were no declarations of interest or requested dispensation from Members.

1896 ADJOURNMENT FOR PUBLIC DISCUSSION

- 1) **Public Discussion:** Residents attending referred to and provided comment on Agenda items 1900; 1901 and planning application 18/00902/FUL as set out within these Minutes under each relevant item considered by Members.

The Chair of Glasson Action Group (GAP) referred to a letter that she had previously submitted requesting funding for the printing of a *Tourism Brochure for Glasson Dock*. Unfortunately, this request had not been circulated and subsequently had not been placed on the Agenda for discussion and decision. **ACTION:** GAP proposals and request for funding for the printing of the brochure be deferred until the next parish council meeting for decision.

Members were then given an update of the work of GAP individually and in conjunction with the parish lengthsman in recent weeks. Whilst it was acknowledged that some dredging and other work had recently been done at Saltcotes, GAP still have concerns about the state of this area of the Village.

There followed another discussion around the various responsibilities for grounds maintenance and public realm matters around the parish. It was suggested that an overall maintenance programme drawn up some years ago be revisited and that, in any event, with the recent change of ownership between British Waterways Marina Ltd and the Canal & River Trust (Minute 1900 refers) there is an opportunity to review this. The Clerk and Chair advised that this needs to be led by a Member(s).

- 2) **Clerks Report:** The Clerk provided a written report covering the successful Community Emergency Planning and Resilience event held on 13th September 2018, which had been well attended by residents and had been a useful and informative event. Related to this the Clerk also reported on another event on 26th September at The Platform, Morecambe, which gave local Community Emergency Planning Groups an insight into the responsibilities of the emergency responders, City and County Council's and the Environment Agency in a flooding emergency. There was also a practical exercise and an opportunity to test Community Emergency Plans and how these and people associated with them would be the 'first line of defence' and could support emergency responders in a real emergency. The Clerk also outlined a meeting held with Lancaster City Council Public realm officers and Councillor Hornshaw to discuss current grounds maintenance provision and the Parish Council's expectations and plans.
- 3) **Member updates / matters:** Members raised several issues and matters, including some that are also covered under other items on the Agenda:
- a) Ongoing drainage issues around Wyresdale Crescent and Pennine View that need to be monitored and have recently been looked at by Lancashire County Council using a camera;
 - b) A clear up of the main car park at Glasson has begun;

- c) A commitment has been made to clear litter and other detritus from around the Victoria Inn. This has also now been reported to Lancaster City Council, Health and Housing Enforcement team for further action.

1897 PLANNING APPLICATIONS & OTHER STATUTORY CONSULTATIONS: The following planning applications were considered:

Application Number:	Description
18/00902/FUL	Change of use of pub to mixed use unit comprising of bar at ground floor; 2 holiday flats on the first floor; 2 residential flats on the second floor & demolition of rear link & change of use of barn & outbuildings to form 4 2-bed dwellings – Victoria Hotel, Victoria Terrace, Glasson Dock
18/00903/LB	Listed building application for internal and external alterations to facilitate planning application 18/00902/FUL

Members discussed these related planning applications at length taking into account documents provided by the applicants and comments both for and against in the local community. It was then **RESOLVED** that the Clerk submits a comment in general support of the application subject to the following conditions being taken into consideration by the City Council's Planning Committee:

- 1) All previously submitted matters and documents be brought up-to-date to reflect the current state of the building and associated matters – specifically a *Heritage Statement*;
- 2) That documents identified as being omitted be provided and satisfactory – specifically an *Implications assessment* relating to the trees in the location;
- 3) Concerns raised by the Port Commission regarding the building overlooking operational land belonging to the Port;
- 4) Assurance from the applicant/developer that the proposed micro-pub is intended to be a long-term investment.

1898 PLANNING AUTHORITY DECISIONS: Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated.

It was **RESOLVED** that the decisions of the planning authority be noted.

1899 ACCOUNTS FOR PAYMENT: The following accounts were considered for payment:

100344	Mr G Robinson – Lengthsman duties July and August 2018	£ 56.00
100345	Mr James Lamb – Clearing of Saltcotes Pond	£360.00
100346	Bay Typesetters – Printing of parish council newsletter	£ 85.00
100347	Mr R Bailey - Clerks Fees & Expenses July and August 2018	£299.59

Members discussed proposed payments and **RESOLVED** that the above account(s) be paid

1900 PAY & DISPLAY CAR PARK AND SURROUNDING AREA: Members had previously met with the Customer Services Manager and Marina Manager from BWML who have now taken ownership of the large car park adjacent to Glasson Dock Marina from the Canal and River Trust. In addition, BWML are now responsible for the land adjacent to the car park; the small green on Tithebarn Hill; the land to the east of the car park including the small wood and the online and visitor moorings have all been transferred from CRT to BWML.

CRT had previously managed the car park via a pay and display machine at a charge of £1 per day, although the machine had broken down earlier in the year with people using the car park benefitting from parking free of charge.

Working with another company BWML propose to install two pay and display machines. The

other company is fully approved by the British Parking Association (BPA) and together they will replace all existing signage in the car park with BPA compliant signage.

After carrying out some research and monitored activity within the car park BWML intend to apply a new fee structure which will offer charges for 1, 2, 3, 4, 6, 12 and 24 hours parking with fees start at 80p for an hour and rising to £4.50 for 24 hours.

It is BWML's intention to reinvest the revenue to improve the car park surface and take better care of the land surrounding the car park and the other areas that are now under their ownership which is already underway. BWML have stated that they wish to make a 'valuable contribution to the experience that people visiting Glasson Dock have' and, as such, are committed to directly reinvested into the area and not diverting elsewhere within the organisation.

Members were grateful that BWML had given them an opportunity to discuss their proposals before taking any action. Members discussed the proposed fee structure and plans for the car park and surrounding area at some length and it was then **RESOLVED** that BWML be advised that the Parish Council supports the proposed fee structure for the Glasson Dock car park and the plans to reinvest in it and the surrounding area going forward.

1901 REINSTATEMENT WEST QUAY: The Clerk informed Members that an email had been received from a local business regarding the very poor state of the unadopted road in front of the shops and leading to the Dalton Arms, known as West Quay. It was reported that potholes are so deep that there have been several trips and other incidents including a person in a wheelchair getting into difficulties. Members were advised that local business had expressed a wish to collectively fund the cost of repair subject to overall public liability being clarified. The Clerk reported that he had spoken to the Council's insurers to explain the proposal and had been advised that any subsequent liability is likely to be covered.

There was a general discussion around responsibility for the repair of the potholes and it was acknowledged that as this is an unadopted road Lancashire County Council do not have any direct responsibility, but Members queried whether any funding could be made available and/or a survey of the required works undertaken. It was felt that there needed to be regular dialogue with the businesses affected by this issue.

It was then **RESOLVED** that the local businesses be thanked for raising this matter with the Parish Council and that the Clerk writes to Lancashire County Council to enquire about funding and a survey of the state of the road and repair needed.

1902 BUS SHELTER: Members were informed that a local contractor has come forward offering to install the bus shelter without payment as a contribution to the local community. The parts for the shelter will be delivered to Councillor Lamb and put together with the contractor prior to being fixed in position on Main Street, Thurnham.

It was **RESOLVED** that the update on the position with the replacement bus shelter be noted and that the local contractor be thanked for his contribution to the local community.

1903 EMERGENCY PLANNING & RESILIENCE: Following the recent emergency planning and resilience event Councillor Bulloch has been working on putting together a Thurnham and Glasson Community Emergency Plan using the template provided by Lancaster City Council's Civil Contingencies Officer. Councillor Bulloch had completed much of the form although there are gaps in some information and questions for Members to consider. It was acknowledged that, once completed and adopted, this important document will provide the basis for improved resilience during an emergency; help to prioritise those most in need and will complement the work of emergency responders and reduce the impact of an emergency on the local community in both the short and long term.

After some discussion, it was **RESOLVED** that the draft be circulated to Members for more detailed consideration and comment with a view to an agreed draft being circulated to the Civil Contingencies Officer and the Environment Agency for comment.

1904 CHRISTMAS TREE & DECORATION: Members considered the arrangements for this year's Christmas tree and lights and it was **RESOLVED** that the same arrangements as last year should be followed with the lights donated to the Parish being placed on the existing tree at the Glasson Gateway.

1905 CHANGING BANKS: The Clerk provided a brief verbal report on the possible advantages of changing the Parish Council's existing bank accounts to Unity Trust Limited who provided online banking specifically for local councils and similar organisations.
It was **RESOLVED** that the Clerk reports in more detail on the online services provided by Unity Trust for further consideration and decision.

1906 DATE OF NEXT MEETING: The Clerk advised that the next meeting of the Parish Council will be held on **Monday 12th November 2018**. The meeting closed at 8:15pm



Clerk to the Council Date:

Chair

Date: