



Garstang Town Council

Town Clerk: Mrs E Parry
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Moss Lane
Garstang
PR3 1HB

Councillors and members of the press & public

I hereby give you notice that a meeting of the Council
will be held online
on Monday 21 September 2020 at 7.30pm.

E Parry
Town Clerk
16 September 2020

Cllrs you have been sent login instructions.

Members of the public and press are invited to attend the virtual meeting

Please contact the Clerk by 15.00, Monday 21 September, to express your interest in attending the virtual meeting.

Please be aware that the public meeting may be recorded for the accuracy of the minutes. As per standing orders 12g; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is deleted.

A G E N D A

1. Apologies for Absence

2. Declaration of Interests and Dispensations

To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.

3. Public Participation

The Mayor will ask Councillors to agree to adjourn the meeting to allow non-Councillors to speak and will ask Councillors to agree to reconvene the meeting on the conclusion of the public participation.

The Clerk is reminding Cllrs of standing orders applying to public question time:

3e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

3f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

4. Minutes of the last meeting – for decision

Councillors are asked to approve, as a correct record, the minutes of the meeting held on 17 August 2020.

5. Future of Garstang swimming pool – for decision

Minute 78(2020 – 21), 17 August 2020 refers that the following questions be put to the YMCA, and that the TC consult with the local primary schools involved and ask for their support in the urgency to reopen the swimming pool, seek clarity on the redundancy issue, and copy any correspondence to Ben Wallace MP and County Cllr Shaun Turner.

Update

- a) The response to the TC's questions, from the YMCA are (at 28/8/20)
Is the pool still considered to be safe to reopen as it was in July? If so, what is preventing the reopening?
Swimming pools such as Garstang can re-open as long as covid guidelines are followed. It is more of a challenge for smaller pools due to the size and capacity of the pools and also sometimes the layout of particular buildings but essentially Garstang pool (as well as the other two pools) aren't open yet due to the financial viability of doing so. We appreciate the considerable extra resource Wyre Council have provided to support the leisure centre openings (the YMCA have also provided an additional £100k for the Wyre contract this year to help keep things afloat). We have re-opened all four leisure centres and are keeping the pools under review.
- b) Why was Garstang not given a reopening date when others were? What were the 'viability issues' and do they still exist?
All four leisure centres are now open but no re-opening dates have been agreed for any of the Boroughs swimming pools. The viability issues are the cost to the contract in getting everything open again following a period of little or no income generation during lockdown and reduced income levels on re-opening given the capacity of the venues is reduced due to covid social distancing guidelines.
- c) If YMCA are in financial trouble and feel at any stage that the pool is not viable on financial grounds, what would be the future for the pool given YMCA are only leasing the site? Have we any assurance from LCC as the owners that if YMCA chose not to continue, an alternative operator would be found?
I hope very much that this will never be the case. If it were then we would discuss with Wyre Council, the County Council and other local stakeholders including the Town Council. Like I said however this is very unlikely. Fylde Coast YMCA and Wyre Council value the facility highly and are both working to re-open it as soon as it is viable to do so.
- d) Are YMCA committed to reopening the pool as soon as it is safe (which it may already be), and are they committed to keeping the pool open for the remainder of their lease?
As above, Fylde Coast YMCA are committed to re-opening the pool as soon as it is viable to do so.
The YMCA did not respond to the question of redundancy

Response from the schools

- i. 20/08/2020 Jim Blakely, Headteacher, Garstang St Thomas
You have my, and Garstang St Thomas' support. We've used the pool weekly right through the year for years and years...
- ii. 28/08/2020, Stephanie Reeves, Headteacher, Garstang Community Primary School
I am all for swimming pool being able to open safely but would really need a very detailed plan about how they would ensure safety. The way it currently works in that the classes cross over as one gets out of pool and one gets in. The changing rooms are shared with cross over, so I don't know how this could be managed. If the guidelines are followed with regards bubbles in school, it is my understanding that the changing rooms might need cleaning between bubbles (we have to clean dining tables and chairs between bubbles at lunchtime.) So not sure how this works with bubbles from different schools.
Sorry to sound difficult but it has to be right, and I need to ensure parents are on board too.
- iii. No response from SS Mary & Michael school at the time of printing the agenda.

Wyre's leisure centres and swimming pools are operated by Fylde Coast YMCA on behalf of the council.

County Councillor Shaun Turner, also Cabinet Member for Health & Well-being and Wyre Cllr representing Brock with Catterall.

I have been told if the town council find 12k Wyre will cover the rest which is around 25+ k. Without this contribution the earliest the closure of the pool will be reviewed is January 2021. At this point, I would anticipate any review at that time (being still under the cloud of a pandemic), to suggest it remains closed.

A 12k support package from the Town Council would ensure the pool is open and covered until the end of March 2021. Beyond that, I would expect that Wyre council would revert to the usual funding method - something the TC could maybe request as part of any offer? It's important to get the pool open ASAP so that children can resume swimming lessons and residents generally can use the pool safely.

Whilst there will always be an argument that this is not the responsibility of the Town Council, this won't see the pool reopen.

Indeed during this pandemic there have been numerous examples of public money supporting those it wouldn't normally...the government supporting private businesses & Lancashire County Council buying PPE for private care homes being 2 such examples. It's simply 'needs must' stuff.

Back in 2012, my own Parish put 10k into a 20k project to hard surface one mile of the canal towpath. Town & Parish councils do seek to improve facilities and services for local people and looking after their health & wellbeing is a big part of that.

There is a chance to get the pool open quickly and I would urge members in these strange times to grab it for Garstang. The alternative is likely no pool until perhaps the middle of next year.

Wyre Ward Cllrs for Garstang

Cllr Lady Dulcie Atkins has communicated that:

Wyre are paying over £500,00 to the YMCA to help with their facilities.

Would the TC make a grant towards getting the Garstang swimming open again?

It is essential that young people learn to swim with all the amount of water that surrounds our area, as well as being a great sport.

Can the Town Council help save this facility?

There has been no other communication from the other 2 Ward Cllrs - Cllrs Sir Robert Atkins and Collinson on this matter.

The Mayor, Cllr Webster (dual hatted Wyre Cllr representing Brock with Catterall).

I have asked the following questions of Cllr Lynne Bowen, Leisure, Health and Community Engagement Portfolio Holder at Wyre

1. Wyre have given £630,000 to YMCA to help them reopen the sports facilities in the Borough. How much has been allocated to Garstang?
2. How many of the Borough's pools have reopened?
3. What have other Town Council's such as Fleetwood been asked to contribute to the reopening of their pool?
4. How has the figure of £12,000 been allocated?
5. Will neighbouring parishes (who use the pool) be asked to also contribute to the reopening of Garstang pool?
6. The £12,000 is to cover opening the pool until March 2021. What happens after that? Will the pool close? Will Wyre/YMCA need more funds from GTC? What is the long term plan please?

16/9/20 – update - I have received a response from Cllr Lynne Bowen to my questions.

From what I understand, Wyre did not allocate money to each of the 4 leisure centres, there was a set amount of funding to help YMCA run them all. None of the borough's pools have opened. Out of the pools in the borough, Garstang is the easiest one to open. The pool will only reopen subject to agreement with the YMCA, there is a meeting at the end of September, where participation figures and costs will play a huge part in the future of these facilities. Wyre Borough Council cannot afford to financially support these pools as they once did, and this is why they have approached Garstang Town Council. Wyre may be able to

match the funding for the rest of this financial year but they will have to see what is available in the budget next year. The YMCA employ the leisure centre staff and Wyre aren't privy to their staffing. I also understand that Fleetwood Town Council have not been approached because the maintenance costs before the pool can open are vast. As previously stated, I'm told Garstang is the easiest pool to open.

Garstang Youth Council met on Tuesday, 15 September.

Their response was as follows: The pool should be kept open. The YMCA membership for the 2 sites in Garstang is really good value for the young people in the Garstang area.

A petition has been set up to save the pool and a Facebook group.

https://www.change.org/p/wyre-borough-council-save-garstang-swimming-pool?recruiter=66544865&recruited_by_id=e57dc26a-4ced-4aa7-ad9d-7cfa6783ebc3&utm_source=share_petition&utm_medium=copypink&utm_campaign=petition_dashboard

Garstang Town Council have been asked to contribute a sum of £12,000 to keep the swimming pool open to 31 March 2021 by County Cllr Turner and Wyre Cllr Lady Atkins.

How does Garstang Town Council wish to proceed?

Additional information from the Clerk

Function	Powers & Duties of parish council	Statutory Provisions
Baths (public)	Power to provide public swimming baths	Public Health At 1936, s.221

Ear Marked Reserves at 31 July 2020

325 EMR Reserve Contingency £22,583.00

6. Standing item:

Delegated decisions taken since the last Council meeting on 17 August 2020 requiring a resolution minute number:

None

7. Standing item: Neighbourhood Plan, Cllr Brooks – for decision

Councillors, I have attached my draft Garstang Visionary Statement 2031 (Appendix) and an extract of the Wyre Local Plan Vision for comments and I have set out my intended approach to get this project moving forwards.

I want to proceed by asking as many people and organisations as possible if the description in the Garstang Visionary Statement matches their image of Garstang in the future. Once we have an agreed Vision for Garstang's future I can then set about gathering evidence to support the development of the Vision.

There is no point looking for the evidence unless we know what we are looking for.

I have set out the steps needed to be followed in order to develop our Neighbourhood Plan.

STEP 1 Town Councillors consider, amend, agree the draft Visionary Statement.

STEP 2 Specific organisations be given the opportunity to amend, and or agree the Visionary Statement.

STEP 3 Residents of the Parish be presented with the Visionary Statement by post and asked to respond using prepaid envelopes.

STEP 4 Re draft the Visionary Statement following comments received.

STEP 5 Evidence collected to support statements in the Vision and how to achieve it.

Step 6 Draft Neighbourhood Plan document and seek Town Council Approval

STEP 7 Submit to Wyre and request them to organise an External Examination.

STEP 8 Referendum organised by Wyre

STEP 9 ADOPT NEIGHBOURHOOD PLAN.

Unless I am persuaded otherwise the process should follow in order the NINE STEPS.

I do not want to have to keep going back to the Council between steps except to seek funding for the postal drop. On that point, I will apply to LOCALITY for a grant to be spent by next March.

Councillors I would like your approval:

- i. to proceed as set out in Steps 1 to 9
- ii. to provide your comments and feedback on the Garstang Visionary Statement

8. Report from MTWG – Cllr Allan

a) Information report detailed in the appendix and a copy of the MTWG meeting notes 20200818 has been circulated

b) **For decision**, Council are asked to approve the following recommendation from the MTWG: The working group wish to be redefined into an Implementation Team led by Cllr Dyer and a Strategy Team led by Cllr Pearson. Both of these teams will still be working groups of Garstang Town Council.

The Implementation Team will be looking to deliver short term wins for our Town Centre and the Strategy Team will be looking at the longer term between now and 2030. Both teams have had initial meetings. These groups will meet as frequently as needed.

We have also created a small focussed Management Team and the full MTWG will meet less frequently either monthly or bi-monthly.

c) **Hand sanitising stations for Garstang, Cllr Atkinson - for decision**

The Town Council are asked to approve the MTWG’s recommendation that 3 hand sanitising stations for Garstang are ordered, which will come out of the Garstang Allocation (12.5k pot). Wyre Council have procured the order at a cost of £375 each.

<https://www.adswsupplies.com/products/outdoor-alcohol-hand-sanitiser-dispenser/66995/>

Possible locations to site them are

- 1. Norah Hoyles Memorial Garden Area
- 2. Near Children’s Society Charity Shop
- 3. Bottom or Bridge St or Church St

Does the TC approve the expenditure of £1,125?

d) **Safety Signage for Market Road Closure, Cllr Atkinson - for decision**

On Thursday (10/09/2020) consultation was commenced with businesses on the High Street regarding the current Market day road closure which was implemented by the Market Town Working Group. As part of this, businesses responded with a range of suggestions, both short and long term which we are looking into.

To address some of these suggestions, Cllrs are asked to approve a supplier for the production of 20 x A4 Correx Signs encouraging social distancing, hand sanitising, wearing a mask where applicable and staying home when exhibiting symptoms, as well as 6 x A3 Correx Signs encouraging pedestrian caution during the road closure, due to access vehicles still using the highway.

The cost for these will be met from Garstang’s allocation form the Reopening High Streets Safely Fund held by Wyre Council.

Wyre Council are currently finalising the designs, which will be co-ordinated with the Welcome Board Signs already implemented by the Town Council.

	20x A4 Correx Boards	6x A3 Correx Boards
Supplier A	£70.00	£40.00
Supplier B	£91.00 plus VAT	£65.00 plus VAT
Supplier C	£57.42 plus VAT	£36.02 plus VAT

How does the TC wish to proceed?

9. Planning Applications, Cllrs are asked to consider the following and respond with their comments:

a) **Application Number: 20/00339/FUL**

Proposal: Change of use of existing ground floor retail unit Class A1 to a hot food takeaway Class A5, with modification of a door aperture on the front elevation and provision of extraction flue

Location: 39 High Street Garstang

Wyre has received revised/additional information in respect of the above application.

The changes relate to the design of the flue and the information relates to the noise/odour from the flue.

b) Application Number: 20/00778/FUL

Proposal: Partial demolition of the existing bungalow and erection of two semi detached dormer bungalows with associates parking and new shared access.

Location: 74 Lancaster Road, Garstang

c) Application Number: 20/00764/FUL

Proposal: Two storey rear and side extension and loft conversion.

Location: 82 Lancaster Road, Garstang

10. Community Emergency Planning, Cllr Ryder - for decision

I was approached by Mark Bartlett (Civil Contingencies Officer with Lancaster City Council) concerning emergency planning.

In 2015 Lancaster City and District were badly flooded during Storm Desmond, which also caused a blackout of most residents of the area for between 48 and 72 hours. Following that experience Mark has been working with parish councils and urban groups to develop community emergency plans.

As a resident of Garstang he would now like to offer his services to the Town Council on a voluntary basis to assist with the creation of a community emergency plan for Garstang – see Appendix.

Mark has spoken to the Emergency Planning Officer at Wyre, Katherine Pye who is very supportive and happy to work with Mark and the Town Council if it is decided to go ahead.

It is initially proposed that:

- Garstang Town council set up a small group consisting of one or two councillors to work with Mark Bartlett to scope the project.
- The Group identifies relevant community representatives and invites them to join the group.
- Report back to Town Council before producing a Garstang Town Council community emergency plan

11. Local policing report, Garstang – for decision

Cllr Mitchell asked for an update from the Garstang policing local team, in reference to recent issues that the Police have called the 'night-time economy', for September's meeting. Police representatives were not able to attend the meeting, due to leave commitments and a policing operation on today's date). They offer their apologies.

Does the Council wish to respond to the update report?

Night time economy (NTE):

Following the reopening of the pubs and in conjunction with the warmer weather, we saw a several Garstang venues become very busy, particularly on Friday and Saturday nights (this was no different to other areas throughout Lancashire). This was accompanied by some noise nuisance issues (particularly as people were using the outside spaces to comply with social distancing). We had one ASB issue on a Friday night with approx. 60 young people congregating outside Mama Mias, where a small scuffle broke out between two individuals. The Police attended that within a couple of minutes where we took positive action and dispersed the gathering (most of which were simply people in high spirits on a summer evening). We also spoke to the manager of the takeaway who assisted us by closing the venue for walk in orders. To 'set the tone,' for the following weeks, I utilized additional policing resources in Garstang to support the normal Nightsafe operation that we run (again across Lancashire) to keep the night time economies safe. This included Police walkthroughs of venues, hot spot patrolling and engagement with both the licensees and public. I also used social media to support our activities (highlighting the additional police presence to reassure the community and to disrupt any parties wishing to commit ASB/Crime). This activity was further supported by our Licensing officers visiting venues throughout the Garstang area to both support the licensees, but also ensure that they were complying with their licensing obligations (particularly regarding Covid). Finally, our

Licensing Dept is also working with licensees to restart the Pubwatch meetings in Garstang to provide that extra level of ownership (and proactivity) for the venues, in order to ban troublemakers from Garstang. Following these measures being introduced, we have not seen any issues relating to the NTE in Garstang.

ASB in general:

ASB in the Garstang area remains at a low level. However, a combination of the easing of lockdown, warm weather and people not attending work or education led to some hotspots (this was the same across Lancashire). The Police primarily managed these through our patrol plans, the 4 E's (as directed by the Govt) and social media engagement. As a consequence, we very rarely had to use the Covid legislation to enforce. However, over a period of approx. 2 months we did experience 3 incidents which were unrelated, in different areas of Garstang and at different times of the day (in other words, no link and random incidents that occur just as in other areas). All of these incidents led to positive action by the Police, with suspects being identified and arrested. However, because Garstang generally has very low levels of crime, these incidents (to the community) appeared more prominent. As a result, I implemented reassurance plans (including social media) to successfully return the community back to normality.

Sgt Guy Hamlet, Local policing, Garstang

12. Mayor's Allowance, Cllr Webster - for decision

As you are aware, I haven't yet received my Mayor's allowance for my 2nd term in office. I am currently fundraising for Garstang Christmas Lights and Garstang Millennium Green however the opportunities are somewhat limited!

I would like permission to transfer my full allocation of the Mayor's allowance 2020/21 to Garstang Christmas Lights please. Fundraising has been curtailed during these unprecedented times, and I am aware there is a large shortfall in funds for the Christmas Lights this year due to the lockdown and restrictions as a result of the Coronavirus. The Christmas Lights team are doing everything they can to raise the funds and are currently exploring all options. I think it is important for the town, all the local businesses and residents that the lights are switched on again this year and twinkle brighter than ever after such a difficult year. Therefore, I would like permission to receive the Mayor's allowance, £508.52, and gift it to Garstang Christmas Lights.

Footnote from RFO. The Mayors allowance is detailed in the budget at code 4500.

13. Garstang Community Recycling and Re-use Centre, Cllr Webster – for decision

25/08/2020 Further to the letter the clerk circulated from LCC Cllr Atkinson in response to Catterall Parish Council's communication (detailed in the Appendix1), please could Garstang Town Council review this information.

I would like to encourage the council to politely request that Cllr Atkinson reconsiders his decision to keep the Cloughton centre closed until further notice. Garstang recycling centre is a much needed facility for the area which residents have fought to keep open. The alternative recycling centres such as Lancaster, Preston and Longridge would involve approximately a 20 mile round trip. The ongoing closure of this facility is of growing concern to myself, the residents of Garstang and surrounding areas.

I have written to LCC Cllr Atkinson separately as the Wyre Ward Cllr for Brock with Catterall (detailed in Appendix 1).

15/09/20 Response from LCC

Dear Councillor Webster

Thank you for your letter to County Councillor Atkinson dated 21 August 2020.

Please accept my apologies for the delay with responding to you on this matter. I can confirm that our officers are looking at the issues that have been raised and I assure you we will respond to you fully as soon as possible.

Kind Regards, Office of the Chief Executive, Lancashire County Council

03/09/2020 Update from County Cllr Turner

Following a request, I made recently regarding introducing part time openings for the above, I'm pleased to say that in approx. 2 weeks' time, the site will begin to open again for one day

per week. This will likely be on a Friday. The on-site shop will remain closed. If the take up is good then we could we'll see an expansion to the opening times.
As you will know, this site has been considered a lower priority than many other sites/ services and staff have been assigned to different posts as LCC seeks to cover others who might be self-isolating or have been pulled elsewhere. So small steps to start with but neither the less it's progress.

14. Garstang path by the cricket pitch - for decision

Wyre Council, Estates Dept. Remedial actions completed.

For completeness, please find attached photos taken during a recent follow-up inspection, delayed due the virus pandemic restrictions, (with earlier photos) of the path adjacent to the Garstang Sports Club (circulated by email). Satisfactory remedial actions have now been taken and the area appears to have re-seeded well. Many thanks to the Garstang Sports Club and others regarding this matter.

For decision – Does the Council wish to make any comment back to Wyre Council?

15. Christmas lights

a) Cllr Halford – for decision

Gordon Harter was a GTC representative to the Garstang Christmas Lights. With Gordon resigning from GTC, there is now a vacancy on the Garstang Christmas Lights Group for a Town Councillor to join.

Does the Council wish to place a councillor onto the Garstang Christmas Lights Group, and if so, a Councillor needs to be appointed.

NOTE: Cllr Halford is already on the GCL group as the Town Trusts representative.

b) Wyre Council - Festive Lighting Grant Support 2020/2021 – for information

I am writing to you concerning the grant support for festive lighting for which your area has been allocated £3200.00 of funding, this is the same amount as 2019-20.

Wyre Council have taken the decision for the festive light period 2020-2021 no match funding will be required due to coronavirus pandemic.

16. Defibrillator at Scout hut, Cllr Allan – for decision

A lady has approached a Trustee of Kepple Lane Park and asked whether the ADAM appeal could put a Defibrillator on the Scout Hut wall to serve the park and surrounding area. The monies required have been raised and there are no financial implications on the Council.

Does the TC approve the fitting of a Defibrillator on the Scout Hut wall?

17. Website and Councillor email address, Cllrs Allan, Atkinson and Dyer – for information

Further to August's resolution, minute 88 (2020-21)

Resolved: The Town Council agreed that Cllr Dyer should improve the structure/layout of the Council website, alongside Cllrs Allan, Atkinson and Mitchell. It would be then reviewed in time for September's meeting, and that at September's TC meeting, a decision would be made whether to proceed with a new website.

The above Cllrs have been busy producing a new web site, after purchasing the .gov.uk domain name & hosting site for the Town Council (payment's detailed at item 20). The new website is currently under construction, led by Cllr Dyer.

Email addresses will be firstname.surname@garstangtowncouncil.gov.uk and are scheduled to be rolled out in the next few weeks.

Prior to the implementation of the new website, the existing website will be decommissioned. There may be a short period when the website is unavailable.

18. Garstang Town Council Awards Ceremony, Cllrs Atkinson & Webster- for decision

At the Town Council Meeting in April, the Town Council resolved that [257 (2019-20)] The project team, led by the Mayor, will collate the nominees, hold a virtual meeting to discuss the nominees and decide on the winners for each category within the next 4 weeks. The nominees to be notified and published in due course. The Town Awards evening would be postponed until further notice. The winners will be announced when we are able to host the Town Awards evening.

Since then the Project Team has carried out a virtual judging process, which was completed in May and those nominations which have been able to have been publicised. In light of government guidelines, and the usual procedure of nominations reopening in January of next year the Town Council must decide how to proceed. We're suggesting that the Town Council carry out a virtual Awards Ceremony, via Zoom for nominees to attend, which would also be live streamed on the Town Councils Facebook Page for the winners to be announced. The Mayor could then at a later date, subject to government guidelines at the time, have a socially distanced trophy giving with each nominee. The alternative would be to continue to postpone the Town Awards Evening however this could run into the 2021 Awards and many nominations will have been submitted some time ago.

Should the Town Council agree to hold a virtual Awards Ceremony this could take place on the 6th October, authority would need to be delegated to the Clerk, in consultation with the Mayor and the Project Team to make the necessary arrangement, including to delegate to the Clerk, to make expenditure as set out in resolution [207(2019-20)]iii-iv: iii) The TC approved a budget of up to £50 for the printing of 2020 nomination certificates. The task was delegated to the RFO. iv) The TC approved £250 for 'keep sake' trophies and engraving for the keepsakes and the shields for the winners. All expenditure to be allocated to Code 4830/ EMR ATM (Annual Town meeting) budget code

19. Draft Annual Report, Clerk & Cllr Atkinson - for decision

Cllrs are asked to approve the attached draft Annual Report collated by Cllr Atkinson and the Clerk. Guidance from the Local Council Award Scheme 2016 states for the Quality Award:

The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. The annual report should be distributed widely. It is accepted that it cannot always be distributed to all households, but copies can be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.

Upon the completion of the new website the annual report will be included as a flipbook. Furthermore, Cllrs are also asked to approve a supplier for the printing of 50 copies of the Annual report to be delegated to the Town Clerk in consultation with Cllr Atkinson. A distribution list will also be drawn up for the circulation of the Annual Report.

A4 Print, 16 Page Booklet		A5 Print, 16 Page Booklet	
Supplier A	£149.00 VAT n/a	Supplier A	£108.00 VAT n/a
Supplier B	£133.00 probably zero rated	Supplier B	£92.00 probably zero rated
Supplier C	£70.00 VAT n/a	Supplier C	£42.50 VAT n/a

This cost could be met from Code 4830/ 336 EMR ATM (Annual Town meeting) budget code and code

20. Finance

Payments – Cllrs are asked to approve the following payments:

Royal Bank of Scotland Bank account – cashbook 3

Payroll (figures provided by Towers + Gornall)

to be paid electronically on 26/9/2020 (BACS00283 & BACS00284) 2,717.25

LCC pension direct debit (19/9/20) 915.51

Clerk; LC2 range (new SCP as from 1/4/19 19-32), 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'. Lengthsman scale point SCP 1-4 (new SCP as from 1/4/19)

BACS00285	Mrs E Parry – Clerk's expenses monthly reimbursement for Zoom account 7/9 – 6/10	14.39
BACS00286	Ancient and Honourable Guild of Town Criers Members Subscription 2020-21	35.00
BACS00287	Colin Cross printers heritage leaflets - minute 83(2020-21)	352.00
BACS00288	HM Revenue Q2 07-09 Tax & NIC	2,024.26

Payments made since 17 August

i. Reference minute 065(2020-21) Finance, 20/7/2020

Resolved: That the Clerk writes to the P&CC and ask if there would be a rebate on the Town Council office as the office is currently not being used by the Clerk and has not been used since 8/3/2020. The P&CC agreed to reduce the rent for the TC at Garstang this year due to non-use during the lockdown period for Covid-19 and issue a new invoice for half the amount - £700. Expenditure approved by the Mayor & Deputy Mayor.

28/8/20	BACS00273	TC office rental at police station 1/5/20 - 30/4/21	700.00
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ii. Reference minute 088(2020-21) Finance, 17/8/2020

28/8/20	BACS00281	Cloud Next .gov.uk domain name	108.00
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28/8/20	BACS00282	Cloud Next premium hosting garstangtowncouncil.gov.uk	95.98
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Direct Debit

16/9/2020	Three – mobile phone	16.43
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1/9/2020	Three.co.uk - Office internet	8.00
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21. Statement of Accounts at 31 August 2020 – for information

HSBC Current account	£	2,340.23
Royal Bank of Scotland	£	23,960.70
HSBC Reserve account	£	49,464.53
Money Market Account 3 month	£	30,614.41
HSBC Christmas Lights account	£	-23.89

22. Items for Next Agenda

Councillors are asked to raise matters to be included on the agenda and 'Report of other representatives and projects', for the meeting of the Town Council **on 19 October 2020 by notifying the Clerk by 9 October 2020**. 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.

Appendix

Item 7 Neighbourhood Plan

07/11/19

GARSTANG NEIGHBOURHOOD PLAN

WYRE LOCAL PLAN 2011-31

It is a legal requirement that Garstang Neighbourhood Plan is consistent with the Wyre Local Plan which was approved by Wyre Council in February 2019. Chapter 3 on page 28 describes the Vision and Objectives of the Wyre Plan. The following is an extract;

3.2 Wyre 2031 A Vision Statement.

3.2.1 "By 2031 Wyre will be recognised as an aspirational place with a clear focus on delivering sustainable growth-balancing environmental, social and economic considerations.....".

3.2.6 "Town, district and local centres have adapted to changes in retailing and are thriving service hubs for the community."

3.2.13.....rural areas continue to thrive and retain their character....Garstang is a vibrant market town servicing surrounding rural areas"

Garstang 2031 A Vision Statement;

For discussion;

Garstang remains the principal settlement in the eastern sector of Wyre Borough sitting astride the A6 which in 2011 was the western boundary of development. The population of the Civil Parish has risen close to 5,000 as result of development created by the 2011-2031 local Plan. There are major estates built on the west of the A6 which have created approximately 600 new homes within one mile of Garstang market Cross. A primary school has been built and occupied on the Nateby Fields site which is taking pressure off the existing primaries.

As the principal settlement Garstang remains its importance as the centre for economic, retail, recreational and community activity serving also an extensive rural hinterland.

Garstang's character is defined by its quality of the town centre being essentially, the High Street, Church Street and Bridge Street. The town has resisted low end retailers and has managed to attract both residents and visiting shoppers by its affluence in contrast to towns to the north and south. The range of the offer and its quality continues to be a tribute to business owners and those who patronise them.

A public car park has been created to cope with the increase in day visitors and the town's cafes and restaurants offer a wide range of refreshment. Garstang is as is known in the jargon a "Destination" There are two substantial hotels within a couple of miles of the town centre and existing public houses are offering excellent accommodation at realistic prices.

The town centre is a retail and business area during the day and a busy evening social scene.

Investment into the town has seen underused property brought to life and more individuals and families are now living in the town centre.

Sport and recreation are important to the town and the Sports and Social Club has been redeveloped and extended to provide modern quality facilities. The club continues to provide Football, cricket and rugby in the appropriate season. It has a very active Running Club and an expanding Canoe Club.

There is a strong Tennis club and Crown Green Bowls is served by two Greens within the High Street.

The town is known throughout the North West of England for its many festivals and events.

Garstang Agricultural Show has maintained its reputation and is widely anticipated by many on the first Saturday in August.

The Garstang Scarecrow Festival attracts thousands of visitors each July as does the Garstang Ice Cream Festival. Both of these festivals have passed their 10th anniversaries.

The Legend Fires North West Stages Car Rally continues to draw huge crowds into the town over a weekend in March each year.

The legendary Victorian Festival held over two evenings in December draws huge crowds.

Garstang has a deserved reputation for its floral displays winning many Britain in Bloom accolades The May Children's Festival and parade is extremely popular drawing support from schools and groups in surrounding parishes.

The strength of cultural activity has never been in doubt with amateur dramatics, bands, choirs and countless clubs and organisations filling the Arts Centre and church halls.

The town still has no civic hall.

Activities for young people include Scouts, guides and cadets.

Denominations of many kinds keep local churches alive and come together each Remembrance Day in November.

The Kepple Lane trust maintain the Kepple Lane Park to high standard regularly winning awards. It is a wonderful "green lung" for residents and others to relax in.

The Millennium Green trust continue to maintain the Millennium Green providing a haven for wild flowers and wildlife with facilities for recreation and education. It is well used by local schools and those further afield for field trips.

Because there is so little open land left in the civil parish of Garstang the Town Council has liaised with its neighbouring civil parishes for mutual benefit.

END OF VISIONARY STATEMENT 2031

Item 8 Report from Market Town Working Group

Garstang Town Council formed the Market Town Working Group (MTWG) bringing businesses and Garstang organisations together to work at raising confidence in Garstang town centre being a Covid safe shopping environment.

The MTWG brought together over twenty individuals and organisation who all have a clear interest in the success of Garstang in the face of a hugely damaging pandemic.

The business in Garstang Town Centre have adapted there way of working and introduced safety measures in their premises to give shoppers confidence that they can visit safely.

Welcome to Garstang posters have been installed on Notice Boards around the town.

The MTWG introduced temporary road closures on Thursday Market Day whilst allowing access for those residents needing access to their properties off the High Street and for business deliveries to continue.

The MTWG has been working with Wyre Council business development teams who have reviewed the business readiness for safe re-opening and the feedback was that Garstang businesses were extremely well prepared.

This team from Wyre gave a presentation on how Fleetwood had organised a strategy group to look at the advancement of businesses over the next 10 years.

We have reviewed the Fleetwood model and developed a model that we feel is more appropriate for Garstang. As such we have now redefined the working group into an Implementation Team led by Cllr Dyer and a Strategy Team led by Cllr Pearson. Both of these teams are working groups of Garstang Town Council.

The Implementation Team will be looking to deliver short term wins for our Town Centre and the Strategy Team will be looking at the longer term between now and 2030.Both teams have had initial meetings. These groups will meet as frequently as needed.

We have also created a small focussed Management Team and the full MTWG will meet less frequently either Monthly or Bi-Monthly.

Cllrs Allan and Dyer had a meeting with Keyworker Homes MD Eian Bailey and discussed amongst other things the concern that had been raised about the loss of car parking spaces earmarked for retail use only. Mr Bailey has assured us that he has not pre let any spaces for retail use. He has also advised that there are no additional car park spaces required for the additional five flats on the first floor created from the retail storage space.

Cllr Alec Allan
Chair of MTWG

Item 10 Community Emergency Plans

I am Mark Bartlett, Civil Contingencies Officer with Lancaster City Council, and a resident of Garstang since the 1980s.

My role involves emergency planning for the council, where I have worked since 2006. In 2015 the city and district were badly flooded during Storm Desmond, which also caused a blackout of most residents of the area for between 48 and 72 hours. Following that experience I have been working with parish councils and urban groups to develop community emergency plans.

I would now like to offer my services to the Town Council on a voluntary basis to assist with the creation of a community emergency plan for Garstang.

What is a community emergency plan?: In single incidents the emergency services and/or local authority can be expected to attend as normal but when there is large scale disruption, such as during the Storm Desmond blackout, or widespread adverse weather conditions such as in November 2017 or February 2020, the responder agencies will be stretched and have to prioritise their attendance across the district.

In these circumstances any community that has thought about and prepared for disruptive emergencies will be much better placed to support itself and vulnerable residents.

Preparations might include maintaining hard copy lists of contact numbers, knowing how to access a community centre and get the heating and kettle on, where to go to get various pieces of equipment, access to tractors, chain saws etc.

There is no set format for an emergency plan as each one should be tailored to the community it is written for and there are different risks in different areas. That said, I use a template that can act as a checklist for creating a plan. Now that a number of my communities have completed plans there are also some samples of plans that can be studied to create your own.

Completed plans: The only Lancaster plan in place prior to Desmond was that for Sunderland Point. Following Desmond there was a surge in interest and many parishes have encouraged plans to be prepared. Completed plans in the district are mainly for rural communities – these include single community emergency plans for Overton, Sunderland Point, Halton, Warton, Nether Kellett, Over Kellett, Slyne-with-Hest, Ireby and Wennington. There are joint plans for Borwick & Priest Hutton and Caton & North Quernmore. There is an urban plan for Carnforth and a Local Emergency Centre plan for Scotforth, based on St. Paul's Church Hall. This means that sixteen identified communities are covered by plans now and they are also in preparation in other locations

Although the planning documents can look a little daunting at first the idea is that a small group goes through them as a sort of checklist but only includes the issues that are relevant to Garstang and so the final document should be much smaller than the template it is created from.

Activations: The Community Emergency Plan for Caton and North Quernmore that was completed in 2017 and identifies the Victoria Institute as a local emergency centre. They have invested in a generator and other basic emergency equipment. The plan is only 23 pages long, much smaller than the checklist used to draw it up. The Caton plan is held by the emergency services and local authorities who can refer to it if responding to an incident there.

During the November 2017 flooding three community emergency groups in Overton, Halton and Caton were put on stand-by but not subsequently required. There wasn't a plan in place for Galgate and this hampered the initial response, but they are now aiming to create a plan. Over Kellett activated their arrangements when a power cut blacked out around a third of the village in 2018. Carnforth did the same during a power cut in the town in 2019. The generator was started, and the lights came on again in the civic hall.

Process: If a decision is taken to produce a plan it will have to be done by some community representatives using local knowledge, but I will assist and guide the process to the final document. I have confirmed that the Wyre BC emergency planning officer is supportive of the town having such a plan and I will also share the finished document with the emergency services – all the complete ones for Lancaster are held on a secure Extranet system where they can be accessed by the emergency services and utility company emergency planners.

If the town council decide to go ahead with plan preparation, there is a lot of assistance available. In addition to my advice the various community emergency groups in Lancaster receive regular updates on matters of interest and often help each other. Garstang could be included in these 'self-help' activities. Training events and exercises are regularly organised. There was a Flooding Training event at Fleetwood in 2019, attended by emergency services staff and community groups. The town council or group are welcome to send a couple of representatives to any future events.

Final ownership: Although it may be appropriate to form a small working group to develop a plan I would recommend that ownership of the final document is adopted by the town council who could use their insurance for volunteers and ensure the plan is maintained and kept up to date.

I am happy to answer any further queries that the town council may have about this proposal.

13. Garstang Community Recycling and Re-use Centre, Cllr Webster

Thank you for your email dated 10 August 2020, regarding the Garstang Community Recycling and Re-use Centre (CRRC).

The waste types that we take at Garstang are mainly those which are already collected by the district council. Our advice to residents is that doorstep collections are the best way to manage their waste and they should only visit a recycling centre if their rubbish cannot be managed through collections.

On this basis we do not consider the Garstang facility an essential service, and given the high resource demands across the county council as a result of the pandemic, the resource that would be required to operate the facility is more efficiently used elsewhere.

The Garstang facility will therefore remain closed until further notice and we would advise customers to utilise their doorstep collections or use an alternative recycling centre such as Longridge where necessary.

I hope this information is helpful.

Yours sincerely

County Councillor Albert Atkinson

Cabinet Member for Technical Services, Rural Affairs and Waste Management, 14 August

From: Cllr Webster, Elizabeth

Sent: 21 August 2020 12:01

Subject: GARSTANG (CRRC), Claughton

Dear Mr Atkinson

I am contacting you with regards to the Garstang Community Recycling and Re-Use Centre at Claughton. I understand from your letter dated 14th August to Catterall Parish Council's Clerk, Ms Benson that the Garstang facility will remain closed until further notice.

The ongoing closure of this facility is of growing concern to myself, the residents of Garstang and its surrounding villages that this centre services. I cannot help but notice ALL of the waste and recycling centres in Lancashire have reopened with the exception of Garstang. I also note you recommend using an alternative recycling centre such as Longridge. I would like to point out that for anyone in the Garstang area using either Preston, Longridge or Lancaster recycling centres, this would involve at least a 20 mile round trip.

Garstang recycling centre is a much needed facility for the area which residents in the past have fought to keep open. I'm not sure if you are aware of the additional housing that has been built in the local area over the last couple of years and the building that is still going on and will continue for some time to come. I would also like to make you aware of the following points:

- Domestic collections do not include cooking oil and tetra pak recycling.
- There has been an increase in fly tipping in the area.
- Over the last month it has been reported to me, the tipping of waste at Catterall Playing Fields.

- The nearest recycling centres are 20 miles away - from a climate change point of view, how does this make sense?
- Some residents do not have a green bin and use the centre for their green waste.

I would respectfully ask you to reconsider your decision to keep the centre closed. I look forward to hearing from you in the very near future.

Kind regards, Cllr Elizabeth Webster, Brock with Catterall Ward

For information

a) Fairtrade report, Cllr Ryder

Garstang, the World's First Fairtrade Town, would have been celebrating its 20year anniversary this year, but Covid-19 meant that organised events taking place throughout the summer had to be cancelled. However, we did have a 20th Anniversary and Fairtrade Fortnight exhibition in the Market Hall window. Prior to all the restrictions several events did however take place. As part of Fairtrade Fortnight, we held a family quiz, a chocolate making demonstration and workshop and an African Drumming evening. We also had a Fairtrade display in the Library.

Throughout this time the group had been working on a Fairtrade Directory which is now available from the Visitor Centre and on our Fairtrade Website. We are pleased to confirm that our updated website is well and truly live. Please have a look at www.garstangfairtrade.org.uk

But there is some good news. We are manning a Fairtrade stall outside the Market Hall on Saturday 10th October between 10.00 and 2.00. So please come along, meet some of your Fairtrade Team, find out more about Fairtrade and hopefully take the opportunity to buy some Fairtrade Products. It is hoped that the steering group can meet later this year and plan events for 2021.

b) Moss Lane project update, attached – Cllr Ryder

c) The BIBAS and Heather Brandwood, Cllr Allan

“A huge well down to Heather Brandwood and the team at the Bellflower being one of eight Finalists in the BIBAS Heroes Awards. This is an amazing achievement for Heather and her team. It's recognition for the fantastic work they did in supporting the local community through the early months of the pandemic during the total lockdown.

Garstang Town Council were very pleased to put Heather, Manager of the Bellflower, forward for these prestigious awards run by the North and Western Lancashire Chamber of Commerce.

The Be Inspired Business Awards or BIBAS recognises businesses that make a difference in Lancashire. Heather and her team have certainly made a difference with everything they did during lockdown. “

d) Switch to cycling campaign article for parish councils

Dear Councillor, as part of our active travel work to encourage walking and cycling for short, local journeys, we have launched a campaign to encourage people to cycle to work, school and for other regular journeys. The current government message is 'You can help control coronavirus and travel safely by walking and cycling, if you can'.

There is a concern that as people return to the work place and schools in September, the roads in our towns and cities will become especially congested and public transport capacity may be affected. As well as supporting the county's COVID-19 response to recovery in terms of safe travel and managing traffic, it is also aligned to Public Health objectives as it serves to encourage people to change how they travel in a healthier way. Find out what else

we are doing to promote active travel in the county - <https://www.lancashire.gov.uk/roads-parking-and-travel/active-travel/>

'Switch to Cycling' aims to build on the momentum of those who have started cycling during lockdown and encourage those, whose circumstances allow, to take it up by helping them overcome initial barriers. The timing for the campaign will also allow people to have formed a strong habit in cycling before the weather becomes a deterrent to starting up cycling.

Messages will highlight the benefits of cycling, signpost to more information, provide advice and promote our offers (e.g. cycling routes, training sessions, bike maintenance and incentives such as cycle to work schemes).

Support the campaign

Please support our campaign by following us on social media, sharing and commenting on our posts using the hashtag #SwitchToCycling

Please link to our new dedicated cycling webpages at www.lancashire.gov.uk/cycling from your own websites and social media pages to direct residents to the campaign. We have also included a short article for your newsletters and websites, a campaign image for your website and social media pages and a poster for your noticeboards. Please let me know if you require this in a different size or format.