



Garstang Town Council

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Moss Lane

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PR3 1HB

Full Council Meeting, 15th March 2021 Minutes

Minutes of the virtual Town Council meeting, held on 15 March 2021, 7.30pm.

Present

Chairman: Cllr Allan

Councillors present: Allan, Atkinson, Brooks, Dyer, Halford, Hynes, Leech, Mitchell, Pearson, Ryder, Salisbury

Also present: Town Clerk Edwina Parry, County Councillor Shaun Turner, Wyre Councillor Dulcie Atkins, and 1 member of the public.

Councillor Allan reported that apologies had been received from Cllr Webster. Adhering to Standing orders 3p, he would be chairing the meeting.

264(2020-21) Apologies for absence

Councillor Webster.

Sergeant Guy Hamlett.

265(2020-21) Declaration of Interests and Dispensations

273(2020-21), Councillor Salisbury declared an 'interest' and did not take part in the discussion or voting.

279(2020-21), Councillor Ryder declared an 'other interest', he is a trustee of the Garstang Millennium Green Trust. Councillor Halford declared an 'other interest', he is the Chairman of the Garstang Millennium Green Trust.

266(2020-21) Public participation

The meeting was adjourned to allow members of the public to speak. It was agreed that as there was only one member of the public present in relation to Item 13, the item would be brought forward after item 4.

267(2020-21) Minutes of the last meeting

A copy of the minutes of the Town Council meeting held on 15 March 2021 had been circulated.

Resolved: The minutes of the Town Council meeting held on 15 March 2021 were confirmed and signed electronically as a true record.

268(2020-21) Garstang Conservation Area Appraisal and Management Plan (CAAMP)

The meeting was adjourned to allow the member of the public to speak.

Resolved: The Council approved that Stephanie Croston works directly with Ian Heywood, Planning Officer (Conservation), as Wyre are the Planning authority to progress the Garstang Conservation Area Appraisal and Management Plan (CAAMP). Thanks were given to Stephanie for volunteering her time and expertise to progress the CAAMP.

266(2020-21) Public participation continued

County Councillor Shaun Turner joined the meeting and reported that the building work for the 2 new care homes at Bowgreave would start in June 2021. He spoke about the canal towpath project; £2 million is in the budget for a Lancashire wide scheme. Councillor Pearson said that Garstang in Bloom would be keen to get involved in any Garstang project.

Councillor Dulcie Atkins arrived at the meeting. She apologised for being late. She reported that she had attended a planning policy meeting at Wyre Council, relating to the Masterplan at Prospect Farm. She spoke about the concerns relating to Ainspool and the chicken broiling sheds. She reported her disappointment that the developer had not been in contact with the Town Council. She gave apologies for Wyre Councillor Robert Atkins and Wyre Councillor Alice Collinson.

Councillor Allan provided an update from the police. PC Chris Banks has transferred to another role in South Division. The new Rural Task Force (TF) started on 1 March 2021, following the success of the Urban TF. There are 4 Rural TF officers based at Garstang and they cover Wyre and Fylde....but will work in collaboration with the wider Rural TF team at a county level (there are 4 other teams in the county). The Rural TF form part of and support the local policing teams that already cover the rural communities. They will target the issues that matter most to our residents in rural areas including machinery theft, together with rural, wildlife and heritage crimes. A full report will be circulated to Councillors by the Clerk.

269(2020-21) Standing item: Delegated decisions

Lawnflite mower

Resolved: The Clerk, using delegated authority and in consultation with the mayor and deputy mayor, accepted £20.00 for the purchase of the lawnflite lawnmower. The lawnmower (purchased in 2010, item 26 on the Asset Register) to be classed as 'scrapped and replaced March 2021' in the disposal column of the asset register.

270(2020-21) Standing item: Neighbourhood Plan, Cllr Brooks

The Council noted

Minute 186(2020-21), 7 December 2020 refers and that the Clerk had been notified, by Barnacre with Bonds Parish Council on 07/03/2021, of the parish council resolutions, following Councillor Brooks' presentation at the Parish Council meeting on 18 November 2020. These have not been reported to the Town Council by Councillor Brooks.

Councillors were invited to discuss Cllr Brooks original statement and a list of comments received, detailed in the Appendix. Councillor Brooks said it was not the time to go through all the items that evening.

No Councillors spoke on this item apart from the Chair.

Resolved: Councillor Allan reported that as the neighbourhood project is so big, the Clerk should be involved in the project. Councillors who had not responded to the vision statement were asked to respond with comments or no comments.

271(2020-21) Report from MTWG

The MTWG have worked with Wyre Economic Development Officer, Andrea Wallace, to identify suitable Board members. The Partnership Board will make recommendations to Garstang Town Council and Wyre Council. Authority for decisions remains with Garstang Town Council. The Greater Garstang Partnership – Regeneration And Investment Framework is detailed in the Appendix.

The Partnership Board needs to be established to support the ITQ process and the creation of the Regeneration and Investment Framework. It will recommend projects and priorities to Garstang Town Council.

Resolved:

The Town Council approved

- a. The recommended Board members including Theme Leaders as detailed in the Appendix. The board members identified from Garstang Town Council are Councillors Allan, Dyer and Pearson.
- b. To identify and appoint remaining Board members including Theme leaders under delegated authority to the Clerk, in consultation with the MTWG Strategy, Planning and Funding Team.
- c. That the board will represent Garstang Town Council on the ITQ process for consultant selection.

272(2020-21) Planning Applications

a) Application Number: 21/00267/FUL

Proposal: Partial demolition of the existing bungalow and erection of one detached dormer bungalow with new access and parking.

(resubmission of 20/00778/FUL)

Location: 74 Lancaster Road Garstang

Resolved: Object to the proposal for the following reasons. Layout and visual appearance of the design; the increase in height of the proposed building is out of place with neighbouring properties. Highway safety; The proximity of the dwellings to Wyre Lane, and the bus stop and post box street furniture pose a highway safety issue.

b) Application Number: 21/00250/FUL

Proposal: Change of use from a residential dwelling (C3) to a residential children's home (C2) and erection of a 1.8m high perimeter fence

Location: 13 Fairsnape Drive Garstang

Resolved: No objections

273(2020-21) Arrangements for Annual Town Council meeting (also known as ATCM and Mayor making), 27 May 2021 (deferred from the Full Council meeting on 15/02/2021 [minute 249(2020-21)]

The Clerk reported that regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held,

before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face to face meetings from 7 May.

Resolved: That the Annual Town Council meeting (also known as ATCM and Mayor making) takes place virtually on 4 May 2021 instead of 27 May 2021.

274(2020-21) Arrangements for Civic Sunday 2021 (deferred from the Full Council meeting on 15/02/2021 [minute 250(2020-21)])

Resolved: That the decision for a Civic Sunday be delayed for 6 months. The Clerk will put Civic Sunday on the agenda for September 2021.

275(2020-21) Councillors personal details on Declaration of Interest form displayed on Town Council web site

Background. In February, the Clerk had reported that she had been contacted by a Councillor who does not want their address and telephone detailed in the public domain (website and notice boards) for personal and vulnerability reasons. Minute 254(2020-21) refers.

Resolved: The decision of redacting property address details from the declaration of interest form to be made by the individual Councillor.

276(2020-21) Remembrance Sunday 14/11/2021

Further to minute 127(2020-21) the Mayor and Clerk had met with representatives of Royal British Legion (RBL) Garstang Branch on 10/02/2021. A copy of the meeting notes had been circulated.

The Royal British Legion head office had reported the following:

Everyone should note that local Remembrance services and parades are civic functions that are attended and supported by The Royal British Legion, and whilst we are happy to be consulted and provide assistance to organisers, the Legion is not responsible for, nor takes decisions regarding the delivery of these events. Local authorities across the whole of the United Kingdom remain responsible for setting the parameters of an appropriate ceremony marking Remembrance Sunday

Resolved: That Garstang Town Council be the local authority to be responsible and manage the Remembrance Sunday event on 14/11/2021. The Council **further resolved** that Councillors Brooks and Pearson head up the organisation for remembrance Sunday 2021 and that the Town Clerk needs to be involved.

277(2020-21) Covid Local Testing Site, Councillor Allan

Resolved: Garstang Town Council ask our Ward members to keep pressing for a similar Covid 19 testing site in Garstang to support businesses in the rural east of the borough. Councillor Dulcie Atkins agreed to follow this up at Wyre Council.

278(2020-21) Police Our Lancashire survey

PCSO Church of Garstang Neighbourhood policing team had been in contact with the Clerk. The top issue coming out of the above survey, for Garstang, is dog poo along the Millennium Green and the riverside walk. The Council was asked to consider funding a dog bag dispenser. The scheme could be a partnership with Millennium Green and Wyre Council.

Resolved: That the matter is referred to the Garstang Millennium Green Trust, (meeting at the end of March 2021). That Councillor Halford and the Clerk bring an update back to Council on 19 April 2021.

279(2020-21) Garstang Town Council Awards 2020/21, Councillor Webster

Ref minute 222(2020-21), 18/01/2021 the council has resolved not to hold an Awards Evening this year due to the delay in the virtual awards evening for 2019/20 because of Covid and the timeframe being out of sync.

Resolved: That there is a Mayor's award for 2020/21 to be presented at the Annual Town meeting on 29 April 2021.

280(2020-21) Fairtrade Town Renewal - Fairtrade Steering Group; TC representative Councillor Ryder

Resolution: The Council agrees to renew its commitment to include the use of Fairtrade tea, sugar and coffee and other products at Town Council meetings and functions and to support Fairtrade products more widely when reasonably practicable.

281(2020-21) Garstang War Memorial, Councillors Webster and Brooks

Background from the Clerk:

Minute 162(2020-21), 16 November refers:

Potential Missing Names from Garstang War Memorial

Resolved: The Council approved that the late Lance Corporal Jonathan James McKinlay, who was killed in Afghanistan 2011, be added to a new tile/plaque separate to the main memorial. The plaque will be aesthetically in keeping with the main memorial, take into account the advice provided by the War Memorial Trust and agreed with Wyre's conservation planning Officer. This research would be carried out by the project team and brought back to council for approval.

Council were advised that last month Lancashire Infantry Museum deliberately cast their net wide, and they are almost certain that Garstang was included in their 'catchment area.' (Lytham – Garstang – Longridge – Chorley – Leyland). Our contact at the Lancashire infantry Museum does not remember identifying anyone from Garstang but will dig out his records. It has been suggested to us that we could try the MoD Historical Branches or maybe ask the Editor of the Garstang Courier if they have anything in their files? As the council are aware we corresponded with Garstang & District Heritage Society last year who confirmed they had not found any additional names to be added to Garstang War Memorial.

Resolved: The Council approved that an editorial is placed in the Garstang Courier and Green Focus magazine, as follows:

GARSTANG WAR MEMORIAL

The Memorial in Garstang belongs to and is kept by Garstang Town Council. It records the names of those killed in the Great War and World War Two. If you know of someone who was killed in action in one of the subsequent conflicts such as Palestine, Kenya, Malaya, Aden, The Falklands, Northern Ireland, Iraq, Afghanistan with a connection to Garstang or a neighbouring parish we would like to hear from you.

Town Clerk: clerk@garstangtowncouncil.gov.uk

282(2020-21) LALC training survey

LALC had communicated to the Town Council, that as part of ensuring that we continue to provide the best possible training programme and support to our member councils we would be very grateful if you could please complete the attached survey

Resolved: The survey is delegated to the Clerk to complete, in consultation with the Chair of the Personnel Committee. All Councillors views will be sought by email. (circulated to council). The deadline to respond to LALC is 16 April 2021.

283(2020-21) Payroll, Councillor Allan and RFO

Background:

Ref minute 165(2020-21) 16 November 2020

The Town Council agreed to follow up minute 34(2021/2021) and work with Catterall parish council to discuss the Towers + Gornall payroll fees.

Councillor Allan and the Clerk, along with representatives from Catterall parish Council, had met with Towers+Gornall on 03/02/2021 to discuss their charging principals. Towers+Gornall have agreed that the annual charges for payroll and pension processing for 2021/22 will be standardised across all Town and Parish Councils (fees have been circulated) . The RFO responded to the fee quoted for the P11D, and Towers+Gornall have reported that this could be reduced by half.

Resolved: That the Council accept the revised fees from Towers+Gornall, which are a reduction on the fees for year end 31 March 2019.

284(2020-21) Finance Committee meeting, RFO

The next Finance Committee is scheduled for Tuesday 04/05/2021. The Clerk is unable to attend.

Resolved: That the Finance Committee meeting is rescheduled to Tuesday 27/04/2021.

285(2020-21) Finance - paperless accounts, RFO

Since March 2020, due to the COVID-19 pandemic, the RFO has managed a paperless administration for the Town Council's accounts, alongside paper copies. The RFO has produced accounts and stored finance orders and invoices and is storing an auditable copy of accounts on Teams to show compliance with financial regulations. In this current financial year due to covid, Councillors have been able to authorise supplier payments and accounts, by seeing a pdf copies online rather, than at the office or in a face to face Council meeting.

Resolved: That the Council accept that the Town Council's accounts be paperless from 1 April 2021. The RFO will comply with the Town Council's Financial regulations and Governance and Accountability for Smaller Authorities in England produced by the Joint Panel on Accounting Guidance (JPAG), when administrating the paperless accounts.

286(2020-21) Finance payments

Councillors approved the following payments:

Royal Bank of Scotland Bank account – cashbook 3

Reference	Description	Amount
BACS00326 & BACS00327	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/03/2021, Clerk: LC2 range SCP 19-32), 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'. Lengthsman: scale point SCP 1-4	£2,782.23
Direct Debit 19/03/2021	LCC Pension	£923.46
BACS00328	Mrs E Parry – Clerk's expenses, monthly reimbursement for Zoom account (07/03/2021 – 06/04/2021) Microsoft Teams 27/01/2021 - 26/02/2021 verified Councillors Atkinson & Dyer	£14.39 £59.28
BACS00329	Zurich Municipal 01/04/2021- 31/03/2022. Ref 16/03/2020 Minute 230(2019/20)	£1,138.63
BACS00330	SLCC webinar Regeneration & Recovery (3rd March 2021). Ref 15/02/2021 Minute 252(2020-21)	£36.00
BACS00331	Mowerpower purchase of new lawnmower STIGA TWINCLIP 55 S H BBC Ref 18/05/2020 Minute 19(2020-21) The purchase to be made from code 4702 – Lengthsman Asset; 275 is allocated. The balance to be made from EMR 325 reserve contingency Resolved: That a journal transfer be carried out at the beginning of the financial year, April 2021, to transfer monies from code 4702 Lengthsman Assets maintain/rep to EMR 325 reserve contingency	£949.00
BACS00332	Spindrift Limited, repairs to Lengthsman's weed sprayer	£67.10
BACS00333	CPRE membership 01/03/2021 – 28/02/2022	£36.00
Direct Debit 08/03/2021	Vodafone – mobile phone 28/02/2021 to 28/03/2021	£11.00
Direct Debit 01/04/2021	Three.co.uk - Office internet	£8.00
Payments made since the last meeting minute ref 57(2020/2021)		
BACS00324	G Whitley – hedge laying Kepple Lane.	£381.00

Reference	Description	Amount
BACS00325	Garden Inspirations maintenance at Kepple Lane.	£3,504.00

Councillors noted the following receipts:

Reference	Description	Amount
Cashbook 1 03/02/2021	Lancashire County Council Parish Champions grant	£400.00
Cashbook 3 05/02/2021	VAT reclaim 01/10/2021 – 31/12/2021	£686.12
Cashbook 3 05/02/2021	Lancashire County Council grass cutting PO 321581555	£839.00

287(2020-21) Money Market Bond

Resolved: The RFO was given delegated powers (for a period of 12 months up to 31 March 2022) to renew the 3 month HSBC Money Market monies renewal, in consultation with Chair and Deputy Chair of Finance Committee.

288(2020-21) Statement of Accounts at 28 February 2021 – for information

HSBC Current account	£2,740.23
Royal Bank of Scotland	£11,509.44
HSBC Reserve account	£29,699.33
Money Market Account 3 month	£30,615.95
HSBC Christmas Lights account	£5,947.03

289(2020-21) 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 April 2021 by notifying the Clerk by 9 April 2021**. 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: 09.26pm

For Information Only

290(2020-21) Clerk's Report

a) **Training**

Attended SLCC Regeneration & Recovery webinar on 03/03/2021.

Attended Rialtas Year End accounts on 09/03/2021.

b) **M6 between junctions 33 and 32 – essential bridge repair work**

On 26 July 2018, Turners Farm Bridge was damaged after it was struck by a passing heavy goods vehicle. This letter is to inform you of our plans to repair the bridge, located between junctions 33 and 32 of the M6. The work will entail installing temporary bridge supports on the hard shoulder, whilst a new concrete bridge pier is constructed.

We are proposing to start the repairs from Saturday 17 April 2021, and it is expected to take up to fourteen weeks to complete.

For safety purposes and reduce disruption to motorway users, temporary narrow lanes and a 50mph reduced speed limit will be in place on the southbound carriageway, around the bridge only. In addition to this, overnight full closures are also required on the M6 southbound between junctions 33 and 32, to install the temporary bridge supports and narrow lanes.

The full closures are planned for the 17 and 18 April 2021, and these will be in place between the hours of 9pm and 5am. Associated slip road closures will also be required, and localised signed diversion routes will be in place. Once the repairs are complete, further closures are required to remove the bridge supports and narrow lanes. An update will be provided once the dates have been confirmed.

Whilst we always aim to work to the programme, unforeseen circumstances may mean slight changes occur at short notice. Every effort will be made to ensure disruption is kept to a minimum. However, these works will inevitably generate some noise and disruption and we would like to apologise in advance for any disturbance.

If you would any more information on these works, please visit our webpage at <https://highwaysengland.co.uk/regions/north-west> Or follow us on Twitter @HighwaysNWEST

291(2020-21) Project Reports

a) **Garstang War Memorial - for information**

We are waiting an update from the stone masons, McMurray Brothers once they have conducted a site visit. This has been delayed due to Covid constraints. Once Government Guidelines allow, we are hoping to have a site visit also (Cllr Brooks and Webster).

292(2020-21) Outside body representatives

None

293(2020-21) Mayor's engagements

10 February 2021 - Meeting with the members of Garstang's Royal British Legion to discuss Remembrance Sunday.

294(2020-21) Police Report

None

Appendix

1) Minute 271(2020-21) MTWG

GARSTANG TOWN COUNCIL THE GREATER GARSTANG PARTNERSHIP – REGENERATION AND INVESTMENT FRAMEWORK

Please contact the Clerk for an accessible copy of this report.

INTRODUCTION

Councillors will be aware that the Market Town Working Group's Strategic Planning and Funding Sub-Group has been working with Andrea Wallace, Senior Economic Development Officer at Wyre Council, to agree the approach to developing a Regeneration and Investment Framework for Garstang and surrounding area and to establish a partnership board model to drive the work forward.

THE GREATER GARSTANG PARTNERSHIP BOARD (THE BOARD)

Purpose and Scope

The purpose of the Board is to work with Garstang Town Council and Wyre Council to drive the development of a Regeneration and Investment Framework for the town and its surrounding area. Its key functions will be to:

- Provide a forum for representatives of the local community to meet with representatives of the Partnership to discuss any issues of concern in relation to the development of the Town Centre and surrounding area.
- Help inform the development of the Regeneration and Investment Framework and to allow members to receive reports on the progress of the development programme.
- Inform and involve stakeholders in the process and ensure that the views of local people are adequately considered in the evolving design and development proposals.
- Discuss and make recommendations to Garstang Town Council and Wyre Council for how other funding could support the development of key projects contained within the Regeneration and Investment Framework.
- Receive updates, where relevant on:
 - Funding (public and private) associated with the development of the town;
 - Projects taking place or being developed within the area;
 - Additional partnerships to be forged across Lancashire to aid the development of the Regeneration and Investment Framework, including the further development and delivery of projects contained within the Framework.

The Partnership is not a decision-making body. It will, rather, make recommendations to the Town Council who, in turn, may need to make recommendations to other partners such as Wyre Council.

It is envisaged that meetings will normally be held every two months but this could be more frequent if required by the work and meetings will not be open to the public.

Board Membership

Chair and Vice Chair

The Chair and Vice Chair positions will be appointed for an initial term of two years. They have been/will be selected based on their ability to embed the principles of business and the community in the Board at the highest level, whilst harnessing knowledge of the area and having a good understanding of the challenges faced by Garstang and surrounding areas. These positions will provide the strategic overview.

Board Members

It is recommended that the Board is made up of the following:

ORGANISATION/ROLE	NAME
Chair	To be determined
Vice-Chair	Jan Finch
Wyre and Preston North MP	Rt Hon Ben Wallace MP (substitute Alf Clempson)
Lancashire County Council Wyre and Rural East Division councillor	Cllr Shaun Turner
Wyre Council Garstang ward councillor	Cllr Lady Dulcie Atkins
Parish Councils (LALC Wyre Area Committee)	Dave Sharples
Garstang Town Council (3 representatives)	Councillors Allan, Dyer and Pearson
Lancashire Enterprise Partnership	To be determined
Lancashire County Council Economic Development	To be determined
Lancaster University	Mark Bowen (Gateway Manager)
Lancashire Constabulary	Inspector Kev Lister
Wyre Council Economic Development and Planning Policy	Andrea Wallace (Senior Economic Development Officer) and Fiona Riley (Planning Policy)

THEME	STRANDS	ORGANISATION	NAME
The High Street	Retail Public Realm Lighting	To be determined	To be determined
Heritage & Culture	Visitor Centre? Events Programme	To be determined	To be determined
Transport & Linkage	Infrastructure Transportation Cycle/Walking Parking	Blackpool Transport	Jane Cole – CEO
Community	Community Groups Capacity Building Multi Use Community Space	To be determined	To be determined

Residential	Housing Environment/countryside	To be determined	To be determined
Sustainability & Low Carbon	Green space initiatives Electric Vehicle Charging Low carbon development strategy	Lancaster University	Beyond Imagination Team School of Science & Eco Innovation
Health & Wellbeing	Response To Covid and wider health of community	To be determined	To be determined
Technology & Digital	Connectivity Town Centre App?	Wyre Council	Steve Simpson – Digital Manager
Business & Economy	Visitor Economy Employment Business Support	To be determined	To be determined
Education & Skills	Job Creation Apprenticeships T Levels Kick Start Employment Support Sector Awareness Schools / Colleges	Myerscough College	Jackie Hough

Secretary

It is recommended that Garstang Town Council acts as Secretary to the Board with support from Wyre Council where appropriate.

REGENERATION AND INVESTMENT FRAMEWORK – APRIL 2021

Wyre Council has set a sum aside in its draft budget¹ to help town centres recover from the pandemic and to support work on long term regeneration plans.

This will fund a procurement exercise to appoint consultants to develop a Regeneration and Investment Framework. The procurement exercise will be carried out by Wyre Council in partnership with the Board in April 2021.

The scope of the Regeneration and Investment Framework document will be to:

- Provide an understanding of the opportunities for economic development, town centre improvements, housing regeneration (if required) and growth within Garstang and surrounding areas whilst encapsulating eco innovation, health and digital regional agendas.
- Produce a clear vision and strategic framework for the future to attract private and public sector investment over the next fifteen years and beyond.
- Understand how the changing nature of retail and the role of town centres can impact on the future of Garstang, for example how people shop, the current and future functions of the town in respect of employment, leisure, housing, healthcare, community and community interactions.

¹ The draft budget will be considered by Wyre Council on 11 March 2021

- Explain how these areas of improvement can be supported to ensure the area's long term economic growth and sustainability.
- Highlight investment opportunities in the area that can capitalise on Garstang's unique character and location to support sustainable communities.
- Provide an analysis of key sites/buildings and identify character areas including the identification of new uses and market opportunities along with appropriate development and management strategies to exploit the full development potential of the area.
- Explore innovative ways in which the property portfolio can support the delivery of the vision, making the most of key buildings, landmarks and heritage.
- Ensure that urban design, public space and architecture are of the highest quality.
- Identify key projects to increase the scope and quality of the town's offer, including viability assessment, and set out an implementation and delivery framework which establishes a long term programme of regeneration projects and measures that, given necessary support, could transform the area. The Framework should establish delivery principles, priorities, phasing and potential delivery partners and align funding and investment opportunities to support priority projects. An adopted Regeneration and Investment Framework should strengthen any future funding bid applications for the area.
- Consider how the NHS 'Healthy New Town' principles can be applied as part of the Framework exercise that improve population health and economic vitality of the wider area.
- Consider the Eco Friendly and Digital agenda within the functionality of the Town and its centre.
- Fully engage and consult with the local community and stakeholders throughout the framework development process, and demonstrate how their views have been considered and addressed.

Consultants will be expected to outline, as part of their tender and during the selection procedure, their own detailed methodology for delivering and developing the Framework. The methodology will need to accommodate reports to the Board, engagement and consultations in finalising the Regeneration and Investment Framework.

The production of the Framework will be overseen by the Board in partnership with Garstang Town Council and Wyre Council. The Framework must:

- have consideration for all the key elements that are essential to the creation of a sustainable and vibrant town centre, housing, education and training, employment, health and wellbeing, social and community provision and interaction, culture and heritage, safe and accessible, quality of life and sense of place and the environment etc.
- be produced in conformity with the adopted Wyre Local Plan, regional strategies and other relevant documents.

It is expected that the commission will require around 12 months from contract award to complete. A detailed programme with key milestones should be

provided in the tender submission for agreement with the Board following appointment of the consultants.

Regeneration and Investment Framework - Phasing

- Phase 1 - Research, initial engagement with the Board, option development, including SWOT analysis.
- Phase 2 – Preparation and implementation of detailed public consultation on options, analysis of views obtained, development of the preferred option.
- Phase 3 – Agreement on the preferred option, preparation of detailed reports, drawings, plans and implementation and delivery framework, etc.
- Phase 4 – Draft Regeneration and Investment Framework and consultation materials issued. The Board with assistance from Wyre Council, Garstang Town Council and consultants to undertake public consultation.
- Phase 5 – Analysis of public consultation views obtained and Regeneration and Investment Framework and output reports finalised.

Upon completion of the Regeneration and Investment Framework the Board's Theme Leads will be responsible for driving forward projects contained within their respective portfolios through project leads (stakeholders and partners) for particular pieces of work.