



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: clerk@garstangtowncouncil.gov.uk

Web: www.garstangtowncouncil.gov.uk

Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 19th August 2024 Agenda

Councillors and members of the press & public

You are summoned to attend the meeting of the Council to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library,
Windsor Road, Garstang, PR3 1EX
on Monday, 19 August 2024 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 19 August 2024, to express your interest in attending the meeting.

Recording of Public Council Meetings

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.

E Parry

Town Clerk

14th August 2024

A training session will be held before the meeting, at 6.45pm, for Councillors who need help accessing Town Council emails and Teams documentation from their mobile devices. The training session will be led by Councillor Atkinson.

Agenda

- 1) **Apologies for absence**
To receive 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 Councillors 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) **Announcements – for information**
- 5) **Minutes of the last meetings – for decision**
Councillors are asked to approve, as a correct record the minutes of the meeting held on [15 July 2024](#).
- 6) **Finance payments – for decision**
Councillors are asked to approve the payments detailed, vouchers 62 - 70, in the Appendix. Payment 71 is covered at agenda item 13.
- 7) **Financial Regulations 2024 NALC Model for review before adoption, Clerk/RFO – for decision**
The full report is detailed in the Appendix.
The Clerk has considered and updated the [model financial regulations](#) taking into account the Finance Committee minutes.

Recommendation to Council:
Council are asked to review points 4.11 & 5.6 and then approve the new Financial Regulations.
- 8) **Committee Terms of Reference and Scheme of Delegation, Clerk/RFO – for decision.**
In anticipation of the changes to the Financial Regulations, the Clerk has reviewed and updated the [Committee Terms of Reference and Scheme of Delegation](#).

Recommendation to Council:

Council are asked to consider the revised policy, at point 3, and approve the Committee Terms of Reference and Scheme of Delegation policy.

9) **Internal Audit, Clerk/RFO – for decision.**

To accept and endorse the recommendation from the Finance Committee (minute 009(2024-25) detailed in the Appendix.

10) **Recommendation from Finance Committee, RFO/Clerk – for decision**

The full report is detailed in the Appendix.

Recommendation to Council:

The RFO is recommending that £2,000 is transferred from code 7 Lengthsman's staff cost to code 68 staff contingency.

11) **Tree quotations, Clerk/RFO – for decision**

Proposal: That the Council appoints a contractor to carry put the works as detailed in the Appendix.

12) **Wyre Council - Issues and Options Consultation, Councillor Keyes and Clerk – for decision**

As part of producing the new Local Plan, the Council has prepared a document designed to identify the key issues facing the borough over the next 15 years and the options for addressing them. The purpose of a local plan is to guide how the borough physically develops over the next 15 years.

This [Issues and Options document](#) sets out a series of key questions involving topics such as climate change, meeting housing needs and economic growth. The Council values the contribution of residents and other interested parties in the planning process and is carrying out a public consultation on the document from 29 July 2024 to 10 September 2024. A [summary leaflet](#) details the summary of the Wyre Local Plan Issues and Options consultation document.

Recommendation to Council:

That the completion of the Council's response is delegated to the Clerk, in consultation with Councillor Keyes. Councillors may forward any comments they wish to be included in the Council's response, by completing and sending the [response form](#) to the Clerk by 27th August 2024.

13) **Garstang Christmas Lights – Councillor Atkinson and Webster – for decision**

The full report is detailed in the Appendix.

a) **Proposal:** The Christmas Lights Working Group recommends that the Town Council accepts the reduction of £5,600 for last year's lights which has been agreed (subject to this approval) with the contractor. The Town Council can then settle the remaining balance with the contractor (budget for which was carried over from the last financial year); Payment voucher No.71

b) **Decision:** The Council is asked to decide whether the lights switch on should be held on the High Street or Cherestanc Square.

- c) **Proposal:** The Council is asked to approve that the Polar Bear figure for Cherestanc Square should be replaced with a light up tree, with suitable fencing provided by the contractor. This will be at no additional cost to the council.

14) **Town Council Website, Councillor Atkinson – for decision**

The full report is detailed in the Appendix.

Proposal: The Town Council appoints the proposed contractor shown on the agenda reporting sheet and accepts the [quotation](#), to complete a website transfer and then manage the website thereafter. It is proposed that the council suspends the financial regulations requirement for 3 quotes due to the experience of this supplier with supplying websites to Parish and Town Councils.

The Clerk/RFO is recommending that the one off payment of £650 and monthly payments of £25.30 + VAT be allocated to Earmarked Reserves IT maintenance and Reserves.

15) **Section 106 and CIL monies, Councillor Atkinson – for decision**

The full report is detailed in the Appendix.

Proposal: The Town Council must act swiftly to ensure that the Town Council obtains suitable financial support from local development for community infrastructure within Garstang from Section 106/CIL as a result of increased development in the local area. This requires both consideration to development in the parish of Garstang, and in neighbouring areas where Garstang will be the key service centre.

This shall include:

- i) Engagement with Wyre Councillors to agree to ensure suitable funding through S106/CIL.
- ii) Engagement with neighbouring parish councils to ensure a consistent approach where possible.
- iii) Generation of a list of projects requiring funding via Section 106
- iv) Engagement with Wyre Council on entering into a deed of covenant
- v) Engagement with Wyre Council on the local assets and amenities they have/will discharge and where this will be.
- vi) Engage with Great Eccleston and Forton on the funding they have achieved and any learning from experience.

16) **Greater Garstang Partnership Board, Councillors Pearson/Allan – for discussion**

An opportunity for Councillors to ask any questions and discuss issues relating to the GGPB.

The minutes and attachments from the July meeting have been circulated.

17) **Police and Crime Plan Public Consultation, Clerk – for decision**

Clive Grunshaw, Lancashire Police and Crime Commissioner has launched his Police and Crime Plan Public Consultation.

This survey is an opportunity for everyone who lives, works and travels in Lancashire to share feedback on crime and policing as well as the proposed priorities in the PCC's draft Police and Crime Plan 2024- 2029.

As the public's voice in policing, the Commissioner wants to hear from as many people as possible to ensure that the Police and Crime Plan reflects the views of the people of Lancashire and therefore would appreciate if you were able to share the consultation as appropriate.

Deadline for responses 30th September 2024

Clerk's recommendation: That the survey is delegated to the Clerk to respond to in consultation with the Mayor.

18) **Lengthsman recruitment Personnel Committee meeting, Councillor Perkins and Clerk - for decision**

The Committee Terms of Reference and Scheme of Delegation state that the Personnel Committee has the Power to appoint new staff

Proposal: To endorse the recommendation of the Clerk that Councillors Perkins, Allard as Chair & Deputy Chair of Personnel committee, Councillor Pearson (as a point of contact with the Lengthsman) and Clerk will be carrying out the interview's for the Lengthsman on the evening of Wednesday 11 September 2024 (date already in diary for a Personnel meeting) in the library. Furthermore that the appointment of the Lengthsman is delegated to the Clerk in consultation with the above panel.

19) **Remembrance Sunday additional resource, Councillor Allan – for decision**

The full report is detailed in the Appendix.

Proposal: That That Full Council approves the addition of Councillor Forshaw on the project team.

20) **Parish and Town Council Survey 2024, Clerk – for decision**

The full report is detailed in the Appendix.

As part of our work to update the Parish and Town Council Charter we are seeking the views of parish and town councillors and clerks. We would be very grateful if you could take a few minutes to complete a short survey from the link below:

Clerk's recommendation: That the survey is delegated to the Clerk to respond to in consultation with the Councillors Pearson and Perkins (LALC representative).

21) **LALC Conference Programme and booking information, Clerk – for decision**

The full report is detailed in the Appendix. Councillor Pearson is attending
For decision: Does any other Councillor wish to attend the Conference?

22) **Items for next Council monthly 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 **16 September 2024** by notifying the Clerk by **8 September 2024**. 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 Clerk has produced an [agenda item template](#) to assist Councillors collate their agenda item. The template can be found on Teams – Full Council.

For Information Only

23)

Clerk's Report

a) Outstanding/In Progress Minutes Log

The Clerk has collated an outstanding/in progress minutes log for Civic year's [2023-24](#) and [2024-25](#) for Councillors reference. The log will be circulated monthly by the Clerk.

b) LALC - Planning for Parish & Town councils training

Councillors Keyes, Perkins and Webster are attending the online training on Tuesday 17 September, 7:00pm - 9:30pm at a cost of £120.00 from code 21 Training budget.

c) Betty's bench

Mr Ryder would like to thank the Town Council and in particular Cllrs. Pearson and Halford for sorting out the new location for the bench. We now have confirmation following a meeting today with the Arts Centre that it can be positioned outside of the centre.

We will arrange for the bench to be transported and dropped off where it will be placed in an appropriate position as agreed with them.

Once in place we are planning to hold an official unveiling and when we have a date would like to invite both the Councillors concerned.

24)

Councillor reports

Allotments update, Councillor Pearson

An allotment site meeting took place on Tuesday 13 August 2024, between the [CP Placement Coordinators for the Probation Service](#) (Blackpool and Lancaster), myself and the Clerk.

Negotiations are in process with the team and it is looking favourable that the team will be able to assist the Council in clearing the allotment site; starting work on site in November/December. Unapproved [meeting notes](#) have been circulated.

25)

Outside body representatives

None received

26)

Mayor's engagements

Date	Event
16/07/2024	Talking Tables - Booths
22-24/07/2024	Garstang Memory Cafe Canal Trip
28/07/2024	Garstang and Catterall Jumble Trail
03/08/2024	Armed Forces & Veterans Breakfast Club
03/08/2024	Garstang Show

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier
71	19.08.2024	£5,214.60	£1,042.92	£6,257.52		03.01.2024	Supply Christmas Lights	LITE
70	19.08.2024	£30.00	£0.00	£30.00			Annual membership	The Ancient & Honourable Guild of Town Criers (AHGTC)
69	19.08.2024	£99.99	£19.99	£119.98		27.07.2024	Premium Hosting	Cloud Next Limited
68	19.08.2024	£78.50	£0.00	£78.50		18.07.2024	room hire	LCC (Lancashire County Council)
67	19.08.2024	£110.00	£22.00	£132.00		03.07.2024	Preparation of payroll	Towers+Gornall
66	19.08.2024	£8.66	£1.73	£10.39			Mobile wi-fi	3 Three
65	19.08.2024	£58.80	£11.76	£70.56			Subscription charges	Microsoft (Microsoft)
63	19.08.2024	£11.94	£2.39	£14.33		29.07.2024	Mobile phone	Vodaphone (Vodaphone)
							Staff costs "Salary to be paid electronically on 23/08/2024, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'	
62 & 64	19.08.2024	£2,464.94	£0.00	£2,464.94				Employees

2) Item 7: Financial Regulations 2024 NALC Model for review before adoption, Clerk/RFO – for decision.

The Finance Committee met on 9/7/24.

Minute 008(2024-25) NALC Financial Regulations details

Resolved: The Committee worked through the model regulations, discussing comments raised by the Clerk. The Clerk was asked to consider the following 2 points.

- i) Check that the current delegations at point 4.1 are carried over into the new model.
- ii) Check the regulation about seeking 3 quotes and how a Council approved supplier list would work in with the regulations (an approved supplier list is being considered).

In addition the Committee welcomed proposed point 7.5 whereby there was scope for an authorised signatory to set up payments on behalf of the service administrator where there is a prolonged absence of the administrator.

The Committee further resolved that when the above points had been considered, that the new Financial Regulations go forward to Full Council for approval.

3) Item 9: Internal Audit, Clerk/RFO – for decision

009(2024-25) Report from Internal Auditor

Resolved: The Committee noted:

- i) the legislation which is laid out in the "Yellow" Arnold Clark book that states allotments must have a minimum payment term of 40 days. There are other regulations that may also need to be reviewed in this section relating to allotments.
- ii) It is recommended in the JPAG 2024 the Council implements a 3 year plan.
- iii) This Council's Accounts and Governance are extremely well maintained. It has been a joy to Audit. The Committee congratulated the Clerk for her work on the Town Council's accounts.

4) Item 10: Recommendation from Finance Committee, RFO/Clerk – for decision

007(2024-25) Receipts and payments account year end 2024/25 (Q1)

The Committee was asked to approve:

- i) Q1 receipts and payments that includes a comparison with budget and
- ii) approve the bank reconciliation at 30 June 2024.

Resolved: The Committee approved year end Q1 receipts and payments and the Chair signed a copy of the approved bank reconciliation at 30 June 2024.

The Committee noted that it was likely that there would be a forthcoming recommendation to Full Council that monies are transferred from code 7 Lengthsman's staff cost to code 68 staff contingency. This was to cover the interim agreement of appointing a contractor to carry out some of the Lengthsman's duties, whilst the position is vacant.

5) **Item 11: Tree works appointment of contractor, RFO/Clerk – for decision**

The Finance Committee met on 9 July 2024

010(2024-25) Full Council Risk register, Clerk

The Clerk brought the Committee's attention to the following risks which fall under the remit of the Finance Committee:

iii) 13 Financial Risk to public from Trees

In Q1 Clerk received correspondence from:

a. Burrells garage reported 25/06/2024, Issue of overhanging branches from Kepple Lane Park. Clerk followed up with Wyre Council, not within scope of maintenance contract. The Town Council will have to investigate issue.

b. Councillor Webster reported 02/07/2024, overhanging trees over footway on Moss Lane with the boundary of Moss Lane Park. Clerk following up with Wyre Council. It may be the same outcome as above point.

Since the meeting Wyre Council has contacted the Clerk about a tree which is showing quite severe ash dieback symptoms at Kepple Lane. After speaking with the Tree Officer at Wyre, works to remove the dead wood.

The Clerk sought 3 quotations to carry out the above works. Two quotations have been received and circulated on Teams.

Supplier A £1,010 + VAT

Supplier B £1,480

6) **Item 13: Garstang Christmas Lights, Councillors Atkinson and Webster – for decision**

Background information

a) Outstanding Payments.

Councillor Atkinson and the Clerk met with the supplier for the Christmas Lights on the 5th August to review the performance of the service provision over Christmas 2023/24. It was acknowledged by the supplier that the service provided was sub-optimal, and the Council reiterated its (and residents) dissatisfaction with Christmas lights. It was noted by the supplier that the same performance would not be acceptable to the council for a second year. Following an initial offer of a 20% reduction in price from the supplier, Councillor Atkinson and the Clerk negotiated a reduction of 30% (£5,600), which the supplier has now accepted.

b) Location of the Switch On Event; 25th November 2024.

At the last year switch on event there were a number of safety concerns raised, one of which was around cars parked on the high street/branched off houses/car parks attempting to set off whilst the road closure was in force. Alongside volunteers being required to quickly assemble the road closure signage and barriers within short timescales due to their own personal and work commitments.

Equally, the attraction of the public to the new feature in Cherestanc Square brought about concern with regard to the volume of public moving from the High Street to the Square all at once. This has raised the question as to where the most suitable location for the switch on is.

The High Street offers a large space and is where the event has taken place historically, however this location requires significant effort to prepare and manage a road closure.

Alternatively Cherestanc square does not require a road closure; instead, a land use application form to Wyre Council is required.

However, it is a fixed area space and does not have the main illumination display.

c) Feature in Cherestanc Square.

Due to safety matters it is recommended that the polar bear does not return for the next year, the supplier has provided an alternative (see below) that can be provided new at no additional cost. There is also the [offer of falling cracker lighting](#) for the tree.



Background Documents:

Garstang Christmas Lights Management Report previously approved.

Lite Ltd Contract with Garstang Town Council

Minutes of the meeting held with the supplier available on request.

<p>Implications to be completed by the Councillor and Clerk: If there are significant implications arising from this report on any issues mark with a Y below, the report author will have consulted with the clerk on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a N.</p>		
Staffing Implications	<p>It is acknowledged that the Christmas lights project does require significant work from the Clerk when managing the contractor, and that this was a significant time burden last year. We have engaged with the contractor to ensure that the Town Council should see improvements in the service provided by the Christmas Lights.</p> <p>Should the Town Council decide not to hold the switch on the High Street this would remove the Clerks requirement to complete a road closure.</p>	
Council objectives:	<p>Not applicable – the council does not yet have a strategic plan and so this is challenging to assess currently.</p>	
Equalities & diversity	<p>Type of lights used do not flash excessively</p>	
Community safety	<p>Polar bear replacement would have much more suitable fencing installed</p>	
Sustainability	<p>See information from Lite form the contract award</p>	
Climate change and environmental issues	<p>None</p>	

Information and Communication Technology (ICT)	None	
Financial	Financial implications	
	There will be financial implications	
	There is provision within the budget	X
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
	Asset management	X
Legal	Power under which the spend can be actioned – not required ‘General Power of Competence’	X
	GDPR - Data Privacy Impact Assessment	
	Other considerations:	
Risk Management (including health and safety)	The WG has made it clear to the Contractor that the safety management provided by them, particularly on response times and reporting was not acceptable and would not be tolerated by the council moving forwards.	

7) **Item 14: Town Council Website, Councillor Atkinson – for decision**

The Town Council website was last refurbished in 2021 and was undertaken in house. Due to a change in councillors, and to ensure consistency in the councils services it is proposed that the council website is moved over to Easy Websites.

The Town Clerk and Councillor Atkinson have met with the website provider, who offers this service to a large proportion of local parish and town councils and are confident they are able to provide a consistent service for the council. They have indicated that from the point of approval they would be able to generate an initial website within 4 weeks.

The total cost is: £650 for the initial work, followed by an ongoing £25.30 monthly fee.

It is proposed that financial regulations are suspended given the vast experience this supplier has with many nearby local councils.

Background document

Quote from Easy Web Sites

Implications to be completed by the Councillor and Clerk:		
If there are significant implications arising from this report on any issues mark with a Y below, the report author will have consulted with the clerk on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a N.		
Staffing Implications	Improved support for the Clerk, not reliant on Councillors to support. Accessibility Management and static page updates will be undertaken by the contractor.	X
Council objectives:	Not applicable	
Equalities & diversity	More accessible website	
Community safety	None	
Sustainability	None	
Climate change and environmental issues	None	
Information and Communication Technology (ICT)	Additional support to staff and raiser interface for the public	
Financial	Financial implications	
	There will be financial implications	X
	There is provision within the budget	
	Decisions may give rise to additional expenditure	X
	Decisions may have potential for income generation	

	Asset management	
Legal	Power under which the spend can be actioned – not required 'General Power of Competence'	
	GDPR - Data Privacy Impact Assessment	
	Other considerations:	
Risk Management (including health and safety)	Improves risk management for communication with the public	

8) **Item 15: Section 106 and CIL monies, Councillor Atkinson – for decision**

Background Information:

The below extract was provided by the CEO of Wyre Council following the last town walk around, this will form the basis of the discussion however councillors also must consider the proposed options for changes to the local plan (and the potential impact new government housing targets could have in the future) to further understand the potential impact development will have on local community infrastructure.

Reference extracted from Wyre Ward Walk:

Why hasn't Wyre adopted the CIL process?

We decided at some point before 2019 not to pursue CIL with the then Local Plan. Cost benefit calculation likely took place and the expense and challenges of CIL when we did not have an up-to-date Local Plan probably settled the decision.

Many local authorities decided not to pursue CIL in Lancashire (only central Lancs have it in place, likely due to being one of the first to pursue the new style local plan)

Will Wyre incorporate the CIL system in the new Local Plan? If not, why not?

The new Local Plan can mean we could introduce CIL, this is something we will consider.

There is currently a government consultation on replacing CIL with Infrastructure Levy proposed to be introduced, but this has a long term and phased introduction over a decade.

It is important to note, that Parish and Town councils only receive 15% of CIL. If they have an adopted Neighbourhood Plan, they then receive 25% of CIL collected.

The Government as part of wider planning reform under the Levelling Up and Regeneration Bill are proposing to reform the Section 106 and CIL procedure, which will replace the current system. It is unclear at this stage the timetable for this. It is likely to be many years before it is introduced, if at all. It would not be prudent to introduce CIL whilst a reform to the system is proposed by government.

If Wyre Council opts to continue under Section 106 agreements, how can we collectively ensure that our communities are not disadvantaged in comparison to communities who operate under CIL?

The obligation rests with the infrastructure providers to identify and cost any infrastructure requirements that can be directly attributed to the proposed development. What these are will differ from development to development, however the 'most common' or 'strategic' are identified in the Local Plan. Engagement with the Local Plan making process will ensure infrastructure requirements are expressed in the plan.

How can the Town Council ensure that funds are allocated to the Town Council for community facilities (community hall, parks and open spaces) are included within Section 106 agreements for developments planned on the A6 corridor?

The Town Council can enter into a Deed of Covenant with Wyre Council for s106 funding. This will ensure that the Town Council absolve Wyre Council of all legal responsibilities relating to the s106 as these are passed to the Town

Council. This is how we work with the Integrated Care Board (for health infrastructure funding).

It would be a decision for the 'spending officer' to want to do this. We do it for health infrastructure as we don't want to deliver this and the ICB do, we are hoping to do it for community halls when funding is received for these with the Parish Council for Forton and Great Eccleston.

What is the Town Council's process for requesting monies be included in section 106 agreements for community infrastructure and open spaces? Open space is already included in the Local Plan and funding is only sought where the developer cannot deliver GI/Open Space on-site. Off-site is currently requested and delivered by Wyre Council (Parks and Open Space).

Information from Wyre Council

I sent an email to Wyre Council seeking an understanding for the following developments:

A) Has a s106 agreement been reached with the developer for all aspects (E.g. health, community facilities, green space, highways) or not.

B) If an agreement has been reached what are the values that have been agreed and for what areas individually broken down (and what will this go towards).

SA1/14	West of Cockerham Road, Garstang
SA1/15	Land South of Prospect Farm, West of the A6, Garstang
SA1/16	South of Kepple Lane, Garstang
SA1/17	Bowgreave House Farm, Bowgreave
SA1/18	Garstang Road, Bowgreave
SA1/19	Land South of Calder House Lane, Bowgreave
SA1/20	Garstang Country Hotel and Golf Course, Bowgreave
SA1/21	Daniel Fold Farm, Daniel Fold Lane, Catterall
SA1/22	Daniel Fold Farm Phase 2, Daniel Fold Lane, Catterall

Response:

I have had a look and all of the site allocations that you have listed below, apart from SA1/14, have a S106 agreement associated with them.

SA1/15- Planning application 20/00212/FULMAJ

1. Healthcare Contribution- £23,772.00 towards the refurbishment and/or reconfiguration at Garstang Medical Practice
2. Sustainable Transport Contribution- £210,000.00 towards the Sustainable Transport Initiatives
3. 21 affordable Housing Units
4. Green Infrastructure- provision of 1.93 ha of informal greenspace

SA1/16- Planning application 17/00579/OUTMAJ and 18/00973/OUTMAJ

5. Sustainable Transport Works Contribution- £125,000
6. Affordable Housing Contribution- £200,000

SA1/17- Planning application 15/00040/OUTMAJ

7. Primary Education Contribution

SA1/18- Planning application 15/00420/OUTMAJ

8. Primary Education Contribution
9. Sustainable Transport Works Contribution- £118,000

SA1/19- Planning application 15/00928/OUTMAJ

10. Primary Education Contribution
11. Secondary Education Contribution
12. Sustainable Transport Works Contribution- £125,000

SA1/20- Planning application 15/00891/OUTMAJ

13. Primary Education Contribution
14. Secondary Education Contribution
15. Sustainable Transport Contribution- £243,000.00
16. Travel Plan Contribution- £6,000.00

SA1/21- Planning application 14/00681/OUTMAJ, 18/00690/FUL, and 19/01222/FULMAJ

17. Highways Contribution- £417,000
18. Primary Education Contribution
19. Affordable Housing Commuted Sum- £54,331
20. Healthcare Contribution- £3,790 towards the cost of refurbishment and/or reconfiguration at Garstang Medical Centre
21. Secondary Education Contribution- £23,061.75
22. Transport Contribution- £26,557.36

SA1/22- Planning application 21/00484/FULMAJ

23. 24 affordable housing units (16 rental units and 8 shared ownership units)
24. Healthcare Contribution- £26,643.00 towards the refurbishment and/or reconfiguration at Garstang Medical Practice
25. Sustainable Transport Contribution- £224,000.00 towards the Sustainable Transport Initiatives
26. Travel Plan Contribution- £6,0000

Details of the primary and secondary education contributions can be found within the attached s106 agreements.

Reference 106 monies.

Planning obligations

What are [planning obligations?](#) Planning obligations are legal obligations entered into to mitigate the impacts of a development proposal.

This can be via a planning agreement entered into under [section 106 of the Town and Country Planning Act 1990](#) by a person with an interest in the land and the local planning authority; or via a unilateral undertaking entered into by a person with an interest in the land without the local planning authority.

Planning obligations run with the land, are legally binding and enforceable. A unilateral undertaking cannot bind the local planning authority because they are not party to it.

Planning obligations are also commonly referred to as 'section 106', 's106', as well as 'developer contributions' when considered alongside highways contributions and the Community Infrastructure Levy.

Local government association [Effective use of Section 106 monies](#)

Implications to be completed by the Councillor and Clerk:		
If there are significant implications arising from this report on any issues mark with a Y below, the report author will have consulted with the clerk on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a N.		
Staffing Implications	Yes – significant and required consideration by council as to when this work would be completed.	
Council objectives:	Not applicable	
Equalities & diversity		
Community safety		
Sustainability		
Climate change and environmental issues		
Information and Communication Technology (ICT)		
Financial	Financial implications	
	There will be financial implications	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	X
Asset management		
Legal	Power under which the spend can be actioned – not required 'General Power of Competence'	
	GDPR - Data Privacy Impact Assessment	
	Other considerations:	
Risk Management (including health and safety)	Reputation risk – non action will pose a reputational risk to the council.	

9) **Item 19: Remembrance Sunday Event 2024 Resourcing, Councillor Allan – for decision**

In 2024 Remembrance Sunday falls on 10th November 2024. The core team has been agreed as Councillors Allan, Allard, Pearson and Councillor Brooks as Time Keeper. Resolution 018(2024-25)

This Agenda item seeks to secure additional Councillor Support for continuity purposes and to enable more control of the areas around the War Memorial.

The Core team would like at least one additional Councillor to join the team. Councillor Forshaw has expressed an interest in joining the team.

Background Information:

At the Full Council meeting in January 2022 the following resolution was passed, 2021/22 207 a) Full Council agreed to undertake the organisation of the Garstang Remembrance Sunday event in 2022 and thereafter. The core Council Team for November 2022 was Cllr Allan, Cllr Atkinson and Cllr Pearson. The Core Councillor team in 2023 was Cllr Allan, Cllr Allard and Cllr Pearson with Cllr Brooks as the Timekeeper on the day of the event. In 2024 Remembrance Sunday falls on Sunday 10th November. The Core team for the 2024 event was approved at the June Council Meeting Resolution 018(2024-25)

The Post Event Review from the 2023 event indicated a need for more resource at the War Memorial in advance of the parade arriving and the members of the public congregating to ensure that the Parade has unobstructed access to the War Memorial.

10) **Item 20: Parish and Town Council Survey 2024, Clerk – for decision**

The Parish and Town Council Charter – Better Working Between Lancashire County Council and Parish and Town Councils (copy attached) – was fully refreshed in 2022 following joint working and discussions with representatives of parish and town councils, and we continue to work together to improve joint working and further update the Charter.

We have developed this survey in order to gather feedback from as many people as possible, please feel free to share the link to the survey with members of your parish or town council. The deadline for responses is Monday 2 September.

11) **Item 21: LALC Conference Programme and booking information, Clerk**

Dear Local Councils

Please find the [programme for the LALC Conference](#). LALC is looking forward to seeing Members in person at the conference and it is encouraged to send members from your Council to attend the event which has an excellent speakers programme.

Conference Venue

Saturday, 7th September 2024, 9am for a 9.30 start – finish 3.30pm at the Delta Marriott Hotel, Preston just off the M6/M55 motorway junction Google Maps

Details for booking are on the programme attached, along with information of all the speakers, attendees and more, also below:

Booking information

Conference costs: Members £35 pp and non-members £55 pp which covers all refreshments, materials and lunch. The cost has been held since the last conference as this is LALCs first conference back since Covid.