

THURNHAM WITH GLASSON PARISH COUNCIL

Minutes for the PC meeting of 16th June 2025, 7PM @ Glasson Dock Village Hall

Present: Cllrs Armer, Ronson, Stevenson, McGrath and Ayrton as well as the clerk

1. Apologies:

Cllr Smyth

Lancaster City Cllr Sally Maddocks

2. Declarations of Interest:

None

3. Minutes from last meeting:

AGM & ordinary minutes signed as a correct record.

4. Open Forum (public discussion):

No public present.

5. Matters arising (updates from previous meeting/s):

Community Emergency Plan

Cllr Stevenson is meeting with the Community & Resilience Safety Officer (Lancaster CC), Kirstie Banks-Lyon on Thursday to discuss changes they want to make to revise the plan.

Marina and canal water levels

The clerk reported the response to Lancaster City Cllr Sally Maddocks from Canal & River's Trust (20th May) further to concerns raised at the last meeting.

RESOLVED: That Cllr Armer draft a letter for the clerk to send to C & R T on behalf of the PC about concerns raised (including public access).

6. Lancaster CC & Lancashire County Council matters:

Update from Lancashire County Council

Report provided by the clerk. Gina Dowding has mentioned to the head of Highways about issues with the "Love Clean Streets App". He is trying to address the problem and explained the difficulties about making various back- end systems work together and the investment needed. It has been stated that this won't be sorted immediately but Gina is sending him various types of examples of what occurs.

Update from Lancaster City Council

Report provided via the clerk regarding the latest information on the Victoria Inn which was received on 28th May from Mark Cassidy (Lancaster CC). It has been confirmed that Lancaster City Council has served an untidy land notice (Section 215) on 19th May which will take effect after the period of expiry of appeal (24th June). He confirmed on 29th May that this type of notice is not one that is required to be revealed on the public register so he advised caution about sharing publicly.

Lancaster CC Parish Council Forum meeting 21st May

Cllr Armer reported update as per appendix 2.

Cllr Armer expressed concern regarding compulsory purchase being potentially made easier as well as previously refused applications for development being reconsidered given that the required infrastructure is not in place.

7. Items for discussion and decision (incl. from previous meeting/s):

1)Public Rights of Way repairs & footpaths

The gate at Bailey Bridge (no 5) is in hand.

PRoW @ Cockersands (damage to path)

The clerk reported the response with map from Stephen Williams (LCC PRoW team) on 20th May which confirms that the team has erected fixed signs at points A, B and C shown on a plan to make public aware of the erosion refer appendix 3. Whilst this matter was being discussed, concern was raised about building rubble from the nearby property renovation at Abbey Farm was being deposited in the area's of erosion. It is felt that this practice was of no benefit to protecting the embankment and in fact, there could be other detrimental impacts.

2) Bin for Layby (Ship Rd near bird hide)

The clerk reported there has been no update from Lancaster CC regarding the asset list for their bins. Regarding the invoice, she has received an email today confirming that this will be sent in the next couple of days. Refer finance item 9.

3) Litter bins

The PC deferred discussion of additional bin requirement until the bin asset list is received.

4) Janson's Pool

The clerk confirmed that Ian Counce had sent a link to a video showing progress (13th June) that was circulated to members.

Cllr Armer stated that he is trying to arrange a site meeting with the PC and the EA. This is currently in hand.

5) PC vacancy

No candidates have come forward as yet.

The clerk has received up to date information about the role of cllrs which will be circulated.

6) Speed cameras A588

The clerk reported the response from Highways on 22nd May as to when these will be operational (see appendix 4).

The clerk stated that she had checked the LCC website as requested in the response and confirmed that the chair of the Highways committee is Warren Goldsworthy.

7) Proposed flood signage/safety measures on Ship Rd

The clerk reported the further response from Highways (29th May) regarding replacement sign. It has been confirmed that there has been a delay in receiving the sign, they are still waiting for it and given the unexpected delays, they would expect the work to be completed within the next 6-8 weeks.

8) Signage (East Quay & West Quay)

The clerk reported the further response today from Highways (circulated to cllrs) regarding action to improve signage for traffic which states that traffic Officers have investigated this matter and are confident that the East and West Quays are clearly signed, including arrows and width restriction. The signage are all appropriate and compliant with current legislation and are all considered clearly visible. There is a back-to-back "unsuitable for HGV's" sign also placed at the location, but they suspect that it is possible this might be being ignored by drivers. They have stated that it is often difficult to mitigate poor driver behaviour with regards to the 'unsuitable for HGV signs'. Highways will therefore place an additional advance 6'6" width restriction sign at the top of Tithebarn Hill.

The clerk pointed out that this response was sent after their April reply with no mention of the letter sent to them on the 19th May.

RESOLVED: That the clerk contact Highways to check that they have received the letter sent on the 19th May and to resend this.

9) Litter along the A588.

The clerk reported the response from Lancaster CC regarding the request to clear the litter. James Culbert has confirmed (20th May) that he will liaise with LCC to arrange a date so a traffic management programme can be sorted out for safety reasons.

RESOLVED: That the clerk should request an update in time for the next meeting and also state that there is litter on the B5290 (Ship Rd).

10) Quayside warehouses (dust control)

The clerk reported the response (20th May) from Lancaster CC regarding establishing statutory requirements as per appendix 5. The PC noted this. No further action required.

11) Hedge A588 (canal bridge to the junction at the crossroads)

The clerk reported the response from Highways (27th May) regarding the overgrown hedge which will impair visibility. It has been confirmed that officers have visited site and agree that works are required to reduce the size of the hedge. They will now confirm the ownership of the hedge. If Highways is responsible for its upkeep, an order will be raised for the ground maintenance team to cut the hedge back to an appropriate level. If the hedge is in private ownership, they will write to the land owners and request that they cut the hedge back as soon as they are able.

It was confirmed that one side of the hedge has been done.

12) Campsite School Lane (Environmental Health issue)

The clerk reported that Ian Caunce (Environment Agency) had requested a reference number which she has supplied. She reported the further update from him on 6th June which confirms that the person dealing with the case didn't receive the video evidence until a month after it was originally sent due to an email failure. The officer attended the site without seeing the video and at that time, there was no evidence of pollution. Once the case officer had seen the video evidence, he contacted the site owner again and he confirmed that it was clean water being pumped due to problems with flooding (and needing to carry out maintenance). The footage could not confirm this or otherwise. The EA gave the owner advice and was told that should be matter re-occur, then the EA enforcement options could escalate and that it should be reported immediately if it happens again.

13) advertising signage on junction of Ship Rd with the A588

The clerk reported the response from Highways (27th May) which confirms that Highways has visited the site and have contacted the companies with signs or banners at the junction. They have asked them to remove their advertising as soon as they are able. A further visit is planned within the next ten days to see if they have complied with their request. If the signs remain, they will commence the formal sign removal policy which ultimately could result in a legal order being issued for removal of the signage.

The PC expressed concern that the signage may have been replaced.

RESOLVED: That the Clerk check whether they have carried out the further visit and whether they have removed any signs as well as to state that the PC believe signage may have been replaced.

14) PC meeting venue (winter months)

The PC discussed holding some meetings at Thurnham Institute to ensure it is warm enough as Glasson Dock village hall is cold.

RESOLVED: That meetings be held as follows: October, November, January and March be held at Thurnham Institute and May, June, July and September be held at Glasson Dock Village Hall. Also refer Finance item 9.

8. Sea defences & Thurnham & Glasson Flood Forum matters:

The PC discussed updates or further action on the following:

Environment Agency Flood Risk Management Investment reforms

The clerk reported she has circulated an email to members from Ian Caunce on 13th June providing the opportunity to see and provide comment on the consultation into proposed reforms into how the EA invest in Flood Risk Management in England. He explained that this is very significant. He is happy to cover it at the next Flood Forum. He provided the following links:

Flood Minister Emma Hardy MP Statement: [Reforms to bolster flood protection for communities across the country - GOV.UK](#)

Consultation: [Reforming our approach to floods funding - Defra - Citizen Space](#)

Flood Forum meeting

Cllr Stevenson stated that the liaison meeting will be held on 18th June with Sally Watson and Sally Maddocks and the next Flood Forum meeting (public) will take place on 3rd July.

Lancaster CC Coastal flood defence Policy

The clerk reported there had been no response from Paul Blakeley to two emails.

RESOLVED: That Cllr Stevenson ask Kirstie Banks-Lyon on Thursday.

9. Finance:

Account update The clerk provided the latest balance as at 21st May as **£18,735.56**.

Items approved for payment

Glasson Village Hall donation - £200.00

Thurnham Memorial Hall donation - £200.00 increased due to extra PC use.

Item discussed:

Layby Bin invoice

RESOLVED: That the clerk should contact Lancaster CC to confirm they will pay on receipt of the bin asset list.

10. Lengthsman & grounds maintenance:

Cllr McGrath provided a report on work done by the lengthsman since the last meeting:

- ❖ He has recently mown Saltcote ponds.
- ❖ He has weed killed the Lock and community gardens.
- ❖ He still needs to weed near the canal bridge.

Cllr Ronson provided an update regarding maintenance of the bus shelter:

She has liaised with Thurnham Hall and it has been confirmed that staff will clean windows and wipe bench down in the bus shelter once a month. Cllr Ronson is awaiting confirmation about the strimming.

RESOLVED: As the hall has undertaken the maintenance of the bus shelter, it was agreed that the lengthsman could carry out alternative work in Thurnham by way of strimming the grass at Thurnham Institute twice per year, particularly in view of the increase use of the hall by the PC. It was agreed that Cllr Ayrton will deal with the weed killing afterwards.

11. Correspondence/circulated items:

Refer appendix 1.

12. Planning & decisions:

24/00784/PA56 (campsite)

The clerk reported the response from planning enforcement on 21st May which states that this is being investigated under ref 25/00475/UNAUTU.

RESOLVED: That this is monitored and put on September's agenda.

Plans to discuss:

Application number	Description	Resolved PC comments

Decision notices (status):

Application number	Description	Decision
25/00200/FUL	Construction of two dormer extensions to rear roof elevation @ Old Glasson Farm, Dobs Lane, Glasson Dock	Permitted

24/00669/VCN	Change of use of land to touring caravan site, erection of a facilities building, associated re-grading of land, landscaping, formation of access road, lay-bys and cycle link, and creation of wildlife pond (pursuant to the variation of condition 6 on planning permission 17/00965/VCN to vary the landscaping proposals) @ Ashton Hall Caravan Park, Ashton Road, Ashton With Stodday,	Refused
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13. Highways:

No matter raised for action.

14. Health & Safety:

No health and safety concerns requiring action.

15. Additional cllr reports including engagement with other external partners:

Cllr Stevenson reported on an item not raised elsewhere on the agenda:

Newsletter

She has been discussing with Erik Pomfret who has agreed to do the newsletter again on the proviso that he is paid the same amount as the previous provider. The clerk will circulate comparison costs to cllrs.

RESOLVED: That Erik Pomfret does the newsletter and is paid accordingly for his time to prepare it as well as the printing costs.

The clerk reported on any engagement with external partners not mentioned elsewhere on the agenda:

Environment Agency new pollution reporting website

Refer appendix 6 for details of email 13th June.

16. Date of next meeting: 21st July 2025

As there was no further business, the meeting concluded @ 8.30PM

APPENDIX 1

Correspondence email and post

Date	Sender	Topic
01/05/25 08/05/25 15/05/25 22/05/25	NALC	Chief executive bulletin
06/05/25 12/05/25 19/05/25 27/05/25	Lancaster CC	Weekly lists 2/5, 9/5, 16/5, 23/5
06/05/25 13/05/25	LCC	Trading Standards consumer alerts May
07/05/25	Lancaster CC Community Connectors	Household Support Fund round 7
07/05/25	Lancaster CC Community Connectors	Rural Community Funding webinar 22 nd May
08/05/25 14/05/25 21/05/25 29/05/25	Rural Services Network (RSN)	Weekly news
09/05/25	Lancaster CC	Parish Council Forum 21 st May agenda
09/05/25	LALC	2025 conference itinerary 7 th June
16/05/25	Lancaster CC Community Connectors	Rural Funding Webinar 22/5 @ 7PM
15/05/25 21/05/25	LCC	Rd closure A588, Main Rd Thurnham 21 st – 23 rd July (likely to change to 4 th August)
20/05/25	LCC	Training opportunities
21/05/25	Lancaster Port Commission	Heritage at risk capital funding (Historic England) result
21/05/25	LCC	Bus service changes June
22/05/25	Lancaster CC	Parish Council Forum 21/5 follow up email
27/05/25	LALC	2025 conference itinerary & reminder to order tickets
28/05/25	Police	Info on travellers

APPENDIX 2

Report on Lancaster City Council Planning Office meeting with Parish councils

21 May 2025, 14.00 to 15.45

Cllrs William Armer and Mary Smyth attended.

This meeting provided an update from the Planning Office on the current position in relation to the development of the new Lancaster Local Plan. A considerable amount of the content was also presented at the last meeting as activity has been going on on this for some considerable time.

Government position on planning

We were reminded of the government position which is: to speed up planning processes; to set fixed targets for houses built in each area per year; to encourage the use of green belt land which can be defined as 'grey belt'; to shorten the amount of time it takes to produce local plans; to speed up infrastructure planning, including infrastructure for renewable energy; to improve and speed up the compulsory purchase system; and to encourage the development of cross boundary development within regional spatial strategies. These come from the December 2024 update on the Planning Policy Framework and also the Housing and Infrastructure Bill which is progressing through parliament at present.

What the Local Plan is for

The plan will set out development needs for housing and employment, and specify special features like open spaces and traveller accommodation. Its main function is to guide development planning and say what can or cannot be built in terms of design, constraints on developments such as provision for schools and roads, and agreed sites, including possible use of the green belt. It will not specify major infrastructure developments as this depends on bids to central government funds.

Timeline for developing the local plan

The new local plan has to be prepared within 30 months. The basis for the plan is that the government figure for housing the position for Lancaster City area is 619 new units per annum and the plan needs to show how these will be delivered over an extended period. The timeline is for scoping work September - December 2025, then visioning (is that really a word), preparing options, and preparing the draft plan between Jan 2026 and December 2027. Public examination from December 2027 on and the final application in June 2028.

Building the evidence base for the local plan

A considerable amount of the work needed to develop the 'evidence' for the plan has already been done under previous timetables for plans, so this is not starting from scratch, and our PC has already contributed information in surveys..

A lot of work was carried out in 2024 and reports are on the planning website. These include :

The open spaces survey

Sustainable settlement review

(We have previously contributed to both of these)

Employment review and future job growth

Strategic Flood risk assessment.

Current scoping work:

Local housing needs

Gypsy and traveller accommodation

(We have previously filled in the surveys on both of these)

Housing needs survey and calls for sites

There was considerable discussion of the housing needs survey which, as we said when we filled it in, simply assumes that everywhere needs more housing and expects parish councils to know what is needed. However, we were told that when the analysis is completed each parish will be allocated a number for new housing units, taking into account the sustainability of settlements, transport and infrastructure, access to education, employment potential, and so on. This does not mean that these houses will be built as no sites in parishes may be available.

There has been one round of a call for sites and sites which have been put forward can be found on the area map on the planning website. These include much of the Garden Village land from the previous plans. However, without road infrastructure it is unlikely that these sites will be found suitable. All sites put forward have to pass tests for suitability, availability and achievability and there is no commitment that any site will actually be approved, so they can be seen as speculative at present.

There is a second call for sites now on. We could submit sites if we thought they would be suitable for housing. We don't have to own them, or have spoken to the owners. However on the first pass analysis of sites in high risk flood zones will come out straightaway. The city council is also looking at land it owns and other publicly owned land. There was a suggestion from one PC that the army site at Halton should be added to the list.

Green space nominations.

These seem to be for larger areas of green space, such as recreation ground or playing fields, areas with very high amenity value or landscape value, but they can not be very extensive. Once put forward, assessed and agreed they can be given protection within developments. We are a bit small for this so it does not affect us.

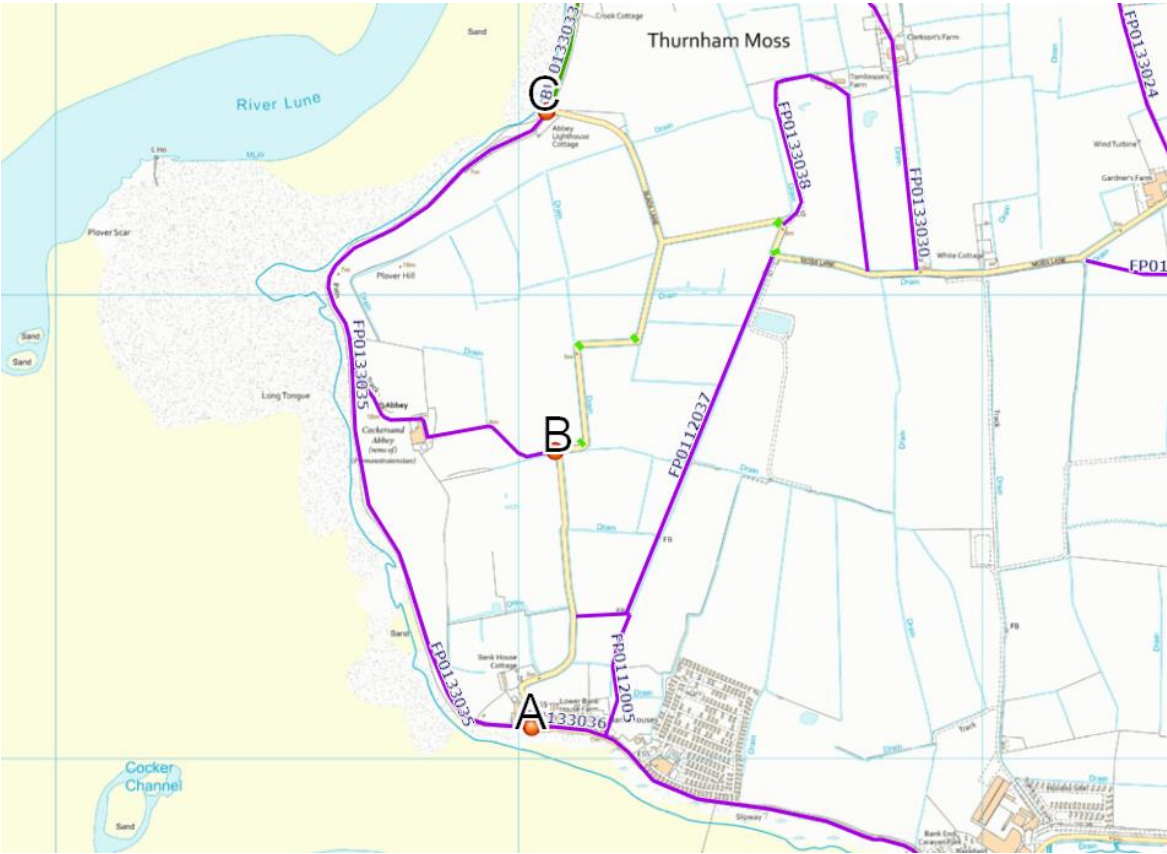
What are we expected to do?

The chief take home message is that if we have any thoughts on the call for sites or any further thoughts on local housing needs including who it is for, should it be affordable, and how does it relate to the sustainability of the settlement, we should submit them as part of the evidence for the new Local Plan. There is a survey of Morecambe Bay visitors being done, but we are not being asked for input into that - although visitors may be asked at some point.

Mary Smyth
William Armer

APPENDIX 3

ProW erosion Cockersands (refer item 7)



APPENDIX 4

Highways response regarding average speed cameras 22nd May:

I am advised that unfortunately there has been delay in the completion of the outstanding installation works. It is now anticipated that the works will be completed in the next couple of weeks.

As previously advised, once the installation works are complete, the cameras will undergo a period of testing before they are made fully operational and begin being used by the police for enforcement.

Following the recent election and the decision by Rupert Swarbrick to stand down from the council, a new cabinet member for Highways & Transport will be appointed. I understand that the new cabinet members are to be announced later today following a meeting of the new ruling party. Details should be available on our website from tomorrow, 23 May 2025.

Andrew Huskisson

APPENDIX 5

Lancaster CC response regarding dust control (refer item 7 point 10):

The statutory requirement is that where the local authority receives complaints, that practicable steps are taken to investigate those complaints. Where satisfied that the dust amounts to a nuisance, it must serve an abatement notice to prevent/minimize or make acceptable. As this is concerning a business premises, we must consider whether 'best practicable means' are being implemented (i.e. is everything reasonably practicable, having regard to local conditions and circumstances, technicalities, and costs, being employed to minimize likely dust emissions).

If local residents are concerned about dust or practices, they should report it to environmentalhealth@lancaster.gov.uk. We will contact them to advise on the nuisance investigation procedure and the information that we require from them to support and justify investigation. We would need further information about when the dust is occurring and the impacts and request that incidents are diarized, and photos/videos are provided.

Should you require any further information, please do not hesitate to contact me.

Kind regards,

Rachel

Rachel Stainton (MCIEH/REnvH) | Environmental Protection Manager
Lancaster City Council

APPENDIX 6

Environment Agency (Ian Caunce) email 13th June:

The Environment Agency has launched the new [‘Report an environmental problem’ service](#) on GOV.UK, providing a way to report environmental problems across England to help protect our environment.

This online service is available 24/7 and enables anyone to **report [water pollution](#) or [odour pollution](#) from a waste facility, industrial site of farm** instantly, using an internet enabled device. Reporting capabilities will be expanded to include more incident types in the near future.

The new online service provides the reporter with a structured approach to reporting, capturing precise location data through map functionality and detailed descriptions of environmental problems observed. The ability to upload photos or videos will soon be added.

Other environmental problems can still be reported following [guidance on our website](#). The Environment Agency incident hotline (0800 80 70 60) also remains active.