

MEMORANDUM OF UNDERSTANDING

Between

Lancaster City Council and Carnforth Town Council

Introduction

Below is a Memorandum of Understanding (MOU) that sets out principles of how **Lancaster City Council and Carnforth Town Council** will collaborate to deliver outcomes for Carnforth and the surrounding area. It is not intended to be legally binding.

This MEMORANDUM OF UNDERSTANDING (“**MOU**”) is made by and between:

- Lancaster City Council
- Carnforth Town Council

Background

- A. Representatives from Carnforth Town Council and Lancaster City Council held positive discussions to highlight the importance of working together to address the needs of residents effectively.
- B. Establishing clear frameworks and principles for collaboration will enhance ability to implement joint initiatives and achieve mutual objectives for the benefit of the community.
- C. Initial discussions resulted in an agreement to formalise a **Memorandum of Understanding**. The ‘MOU’ provides a clear framework and platform for further development with communication acting as the central enabler for collaboration.

Principles

1. Local government should work together to achieve mutual benefit.
2. This MOU sets out some principles which have been agreed between members and officers to support the delivery of outcomes.
3. Effective communication will be the key enabler for collaboration for local government. This can be achieved with regular and improved lines of communication.
4. It is anticipated that this MOU will form the basis for collaboration between Lancaster City Council and Carnforth Town Council.
5. Elected Members, relevant officers and councillors are tasked with overseeing the development and implementation of objectives because of this MOU and through ongoing collaboration.

Rationale for the Memorandum of Understanding

- The primary purpose of the MOU is to establish agreed principles of collaborative working with a focus on upcoming challenges and opportunities including Eden and Local Government Re-organisation. Regular communication will explore and implement

outcomes to benefit the Carnforth community. A steering group will be the vehicle for regular communication.

Outcomes because of collaboration and communication:

- Make transparent the remit and responsibilities of both councils
- Navigate the future of local government amidst Local Government Reorganisation and the opportunities to collaborate as a result for service delivery.
- The MOU will be the basis to navigate that future for the benefit of Carnforth residents and both councils.
- The MOU will also outline an opportunity to make the most of strategic and longer-term place-based objectives, including Eden

Strategic and Thematic Priorities

- Planning
- Economic Development
- Local Services
- Community Engagement
- Joint Initiatives

Ways of Working

1. Mutual benefit can be achieved by working together to improve communication and transparency of challenges and opportunities.
2. Objectives and outcomes will evolve over time through meetings and communication to reflect the priorities within Carnforth and the surrounding areas at any given time.
3. Steering group meetings will provide strategic oversight. It is intended that this will lead to action for agreed outcomes. **Short term initiatives and longer-term strategy is set out in the Annexes to this MOU.**
4. Governance arrangements will be explored to ensure that objectives and outcomes are reviewed and from the point in which the MOU is signed.
5. Officers and Cabinet Members from Carnforth Town Council and Lancaster City Council will establish a steering group for regular communication and to deliver agreed outcomes.

Generally

1. Nothing in this MOU will create, constitute or evidence any partnership, joint venture, agency, trust or employer/employee relationship. Nor will it constitute any obligation to be a member of any future structure, formal or otherwise, that might be established.
2. This MOU will become effective when it is signed by all parties.
3. Any representative from Carnforth Town Council and Lancaster City Council could attend steering group meetings and contribute to objectives. Officer and Councillor attendance at meetings will need to be agreed by both councils.

4. The MOU and steering group will remain dynamic and flexible to changes in local government structure.
5. The MOU will be active from the point of signatures until 2028. This date is the current timescale for both Eden and Local Government Reform implementation and provides a focus for objectives.

Each party hereby confirms its agreement to the principles contained in this MOU on the date set out below.

Duly authorised for and on behalf of **LANCASTER CITY COUNCIL**

Signed: *C. Jackson*
Name: *CAROLINE JACKSON*
Position: *Leader of city council*
Date: *26th November 2025*

Duly authorised for and on behalf of **CARNFORTH TOWN COUNCIL**

Signed: *Jim Grisenthwaite*
Name: *JIM GRISENTHWAITE*
Position: *Chair, Finance + Governance, Carnforth Town Council*
Date: *26 November 2026 .*

Annex A

Scope of projects and strategic priorities for development and delivery, aligned to the principles set out in this MOU.

Strategic Priority	Initiatives and actions
Sharing resident insight and views from Carnforth to influence service delivery and strategy development	(To be explored further)
Capitalising on opportunities as a result of Eden	(To be explored further)
Supporting the small business community	(To be explored further)
Navigating the future of local government reorganisation	(To be explored further)
Developing a transport and parking strategy	(To be explored further)