



# Carnforth Town Council

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**Summons to attend the meeting of the Asset Management Committee. Due to the COVID19 pandemic and related restrictions this meeting will be held remotely using Zoom Conferencing software on Tuesday 22<sup>nd</sup> September 2020 at 5:00pm**

**Members of the public wishing to attend the meeting may do so by contacting the Town Clerk who will provide information on how the meeting will be conducted and a secure link to access the meeting. Alternatively, members of the public can contact the submit a question (s) to the Town Clerk for consideration at the meeting**

## **A G E N D A**

- 20019. Apologies:** To receive apologies
- 20020. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 20021. Urgent Business:** To consider any items of urgent business not on the agenda
- 20022. Minutes:** To consider and approve Minutes of meeting held on Tuesday 7<sup>th</sup> April 2020.
- 20023. Public participation:** To adjourn the meeting for a period of public discussion
- 20024. Maintenance Planner:** To consider the updated maintenance planner and arrangements for the management and reporting of activity
- 20025. Civic Hall:** To consider update on preparations for the safe use of the Civic Hall in line with Covid19 guidelines and other maintenance matters
- 20026. Outdoor Maintenance:** To consider outdoor maintenance matters, including:
  - a) Update from Outdoor Maintenance Operative
  - b) Footpath 8
  - c) Town Walkabout arrangements
- 20027. Budget:** To consider up-to-date Asset Management Committee budget position
- 20028. Date & Time of next meeting:** To consider date and time of next meeting

**Town Clerk**

**28 Wilson Grove**

**Heysham,**

**Morecambe, LA3 2PQ**

**21 September 2020**

**Tel: 07828254149 Email: [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org)**



## Asset Management Committee/Civic Hall TG

Minutes of the meeting held on 7<sup>th</sup> April 2020  
at 5:00pm online Zoom meeting

**Present:** Councillors Branyan; Bromilow, Parker; Watson and Grisenthwaite (Chair)

**In attendance:** Cllr Holbrook;

- 20019 **Apologies:** Apologies were received from Cllr Armstrong & Rik Marsden, Civic Hall Manager
- 20020 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.
- 20021 **Minutes:** It was **RESOLVED** that notes of the meeting held on 3<sup>rd</sup> March 2020 be approved.
- 20022 **Urgent Business:** Cllr Parker asked if the two VE 75 flags ordered by the Town Clerk had been received. It was **RESOLVED** that Cllr Branyan would follow up.
- 20023 **Public Discussion:** No members of the public were present at the meeting.
- 20024 **Asset Register:** The Asset Register is currently up to date and will be reviewed by Cllr Watson; Town Clerk and Civic Hall Manager in January and June each year.
- 20025 **Outdoor Maintenance:** No report was received from the Outdoor Maintenance Operative.
- 20026 **Carnforth Civic Hall:** At the meeting of the Civic Hall Task Group (TG) held on 17 March, Cllr Watson undertook to obtain at least 3 quotations from local builders to carry out the refurbishment of the Civic Hall within a 12 month period as identified in the Condition Report prepared by John Coward Architects in November 2019. Six quotations were requested, 5 from local companies. Three quotations/estimates were received. Only two companies (Dalton Building & Kitchens and RJM Joinery) supplied a quote/estimate for all 12 items of work. RJM didn't add a cost for hire of scaffolding and the TG estimated this to add £1000 to their estimate. RJM advised that a full inspection would be required before they were able to give an estimate for item B12 to inspect the flat roof above the southeast meeting room to determine cause of water ingress leading to damage to internal finishes. A figure of £200 was assumed in line with the quotation received from DBK. RJM also supplied an estimate of £500 for the additional work to seal two fixed windows behind the oil tank. The likely cost for RJM to complete all 13 items is anticipated to be £7645 plus VAT. JCA estimated that to complete the work for the



## Asset Management Committee/Civic Hall TG

original 12 items would cost £4030. It was **RESOLVED** that as RJM was a local company based in Crag Bank that they should be offered the contract to carry out the work subject to approval of funds by Full Council. Cllr Watson will speak to RJM to discuss when they would be able to commence the refurbishment if offered the contract and has offered to project manage the refurbishment work.

Cllr Holbrook has proposed that the TG look into the acquisition of the land off Kellet Road by the Canal Bridge, on the opposite side to the Civic Hall, to use as car parking (<https://www.google.co.uk/maps/place/Carnforth/@54.1266312,-2.7643406,113m/data=!3m1!1e3!4m5!3m4!1s0x487c62b6f3984b61:0x17dcd1649eea456!8m2!3d54.127363!4d-2.768112>).

The site is owned by Homes England, who propose to construct six houses on it, although they have yet to apply for planning permission. The land is ~150m from the Civic Hall, less than two minutes to walk from it to the Hall, and perhaps four minutes to the top of Market Street. It's a fairly large site, perhaps 2500 square metres from looking at it on Google Maps, so it should be large enough for maybe 100 car park spaces. The key question is whether Homes England would be willing to permit the Town Council to acquire this land before or after the development of the main site. Cllr Grisenthwaite suggested that it might be possible to for this land to provide additional parking for shoppers to Carnforth controlled by parking meters in conjunction with Lancaster City Council. It was **RESOLVED** that the matter to be discussed at the next Full Town Council meeting after consultation with Cllr Smith who is currently dealing with parking matters on behalf of the Town Council.

20027 **Date of next meeting:** The next meeting of the joint Asset Management Committee and Civic Hall Task Group to be confirmed. The meeting closed at 5:34pm.