



# Carnforth Town Council

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

**Summons to attend the meeting of the Asset Management Committee to be held at 5pm on Tuesday 1<sup>st</sup> June 2021 at Carnforth Civic Hall**

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

- 21056. Apologies:** To receive apologies
- 21057. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21058. Urgent Business:** To consider any items of urgent business not on the agenda
- 21059. Minutes:** To consider and approve Minutes of meeting held on Tuesday 11<sup>th</sup> May 2021
- 21060. Outdoor Maintenance:** To consider outdoor maintenance matters and updates
- 21061. Noticeboards:** To consider options for replacement noticeboards
- 21062. Civic Hall:** To consider the following matters:
- 1) Heating contractor report
  - 2) LED Lighting proposal
  - 3) Other priority works
  - 4) Maintenance programme
- 21063. Crag Bank Village Hall:** To consider updates and action plan
- 21064. Maintenance Programme:** To consider maintenance programme updates
- 21065. Allotments:** To consider any further updates / progress
- 21066. Bus Shelters:** To consider installation of bus shelters at Back Lane & Lancaster Road
- 21067. Date & Time of next meeting:** To consider date and time of next meeting

**Clerk & Proper Officer**

**Tel: 07846256006**

**27 May 2021**

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

# ASSET MANAGEMENT COMMITTEE

## Draft Minutes of the meeting held on Tuesday 11<sup>th</sup> May 2021 at 5:00pm

**Present:** Councillors Branyan (Town Mayor), Bromilow, Parker and Watson

**In attendance:** Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager;  
Terry Allum Outdoor Maintenance Officer

**21045 Chair:** Councillor Branyan proposed and it was passed unanimously that Councillor Watson be elected Chair of the Asset Management Committee for the municipal year 2021/2022. Council Watson thanked Members and took the Chair.

**21046 Vice-Chair:** Councillor Branyan proposed and it was passed unanimously that Councillor Bromilow be elected Vice-Chair of the Asset Management Committee for the municipal year 2021/2022.

**21047 Apologies:** There were no apologies

**21048 Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.

**21049 Urgent Business:** Councillors were advised that arrangements had been made to purchase, at the best value, equipment for the Carnforth Wombles. There followed a further discussion around ownership of the equipment and whether the volunteers should be covered under the Town Council's insurance when carrying out their activities.

**1) ACTION: Clerk to meet with the leader of the Carnforth Wombles with a view to options / recommendation being presented to Carnforth Town Council for approval.**

It was reported that Carnforth Business Network had raised several issues that are the responsibility of either Lancashire County or Lancaster City Council. The Clerk has since 'signposted' them to the Town Council's website where they can report such matters online. One issue related to the posts and railings at the War Memorial Gardens that the Carnforth Business Network consider are in need of re-painting.

**2) ACTION: Clerk to seek quotations from suitably qualified contractors to undertake the required works.**

Councillor Parker confirmed that the bus shelters for Back Lane and Lancaster Road will now be installed on 24<sup>th</sup> May.

**21050 Minutes:** It was **RESOLVED** that subject to a minor amendments the Minutes of the meeting held on Tuesday 20 April 2021 be approved.

**21051 Community Halls:** The following matters were discussed:

**Civic Hall:** The Civic Hall Manager reported on the weekly use of the Civic Hall by Lancaster City Council as a Rapid Covid-19 Test Centre and by Carnforth Methodist Church for worship. Councillors were informed that both hirers fully comply with current Covid-19 guidelines and agreed risk assessments.

Councillors were advised that Lancaster City Council have yet to make any financial offer for use of the Civic Hall.

**3) ACTION: Clerk to chase outstanding financial offer for use of the Civic Hall as a Rapid Test Centre**

**Risk Assessment:** The Committee considered the risk assessment circulated by the Clerk for resuming face-to-face meetings. It was noted that the capacity for using the Civic Hall and the 'front room' – with and without tables – still needs to be completed. With the experience of the Town Development & Planning Committee meeting, it was clear that the 'front room' would be preferred for committee meetings. For Full Council meetings it will be necessary to use the Hall to ensure that social distancing rules are met. To help reduce the problem with the acoustics in the Hall the Civic Hall Manager will set up the large display boards for Town Council meetings until such time as restrictions are lifted.

**Heating Survey:** The Chair reported that the expected survey had not yet been received.

**Priority Works – Civic Hall:** The Committee broadly discussed the priority works set out in the report previously presented by Councillors Watson and Branyan. It was noted that as well as the replacement of the heating system, the principle work required is the replacement of existing lighting throughout the building. The Civic Hall Manager reported that a no-obligation survey of the lighting had recently been conducted and that the company have requested details of electricity usage so that a reasonable cost and efficiency assessment can be provided along with an estimate of potential savings.

**4) ACTION: Clerk to contact Airus Energy Solutions with a view to providing information on energy usage, prior to 2020, so that their survey can be completed and considered by Asset Management Committee at its meeting in June.**

There was some discussion about the poor acoustics in the Hall.

**5) ACTION: Outdoor Maintenance Officer to seek advice from sound engineer contacts.**

**Crag Bank Village Hall:** It was reported that Councillor Grisenthwaite will be presenting a further report to Finance & Governance Committee on proposals for a management structure/committee at Crag Bank Village Hall. Following a general discussion on all of these matters, **it was RESOLVED that updates be noted and actions implemented with progress and any issues reported back to the Asset Management Committee.**

**21052** **Outdoor Maintenance:** Councillor Branyan commented that Councillors and staff ought to have access to Hi-Viz vests / jackets when being directly involved in community events.

- 6) ACTION: Councillor Branyan to obtain a quotation for the provision of Carnforth Town Council Hi-Viz vests / jackets.**

The Outdoor Maintenance Officer reported on work he had carried out since the last meeting, including successful use of non-chemical weedkiller and the installation and potting of all eight of the new planters on Lancaster Road.

He also commented on the recent meeting with Lancaster City Council, attended by Councillors Stretch and Watkins, to plant wildflowers on the triangular piece of land adjacent to Longfield Drive, Crag Bank which will reduce the grass cutting frequency and provide other bio-diversity and environmental benefits.

The Outdoor Maintenance Officer asked permission for the removal of the Palm Tree in the War Memorial Gardens and requested that Lancashire County Highways be contacted about the state of the footpaths around the 'Owls Sculpture' at the top of Haws Hill. At this point the Chair reminded Councillors that a recent 'walkabout' had highlighted that a Highways directional sign partly obscures the 'Owl Structure'.

There followed a brief discussion around the authority given to the Outdoor Maintenance Officer to act without the prior approval of this Committee.

- 7) ACTION: Clerk to contact County Highways on the state of the footpath and relocation of signage, at Haws Hill adjacent to the 'Owl Structure'**
- 8) ACTION: Outdoor Maintenance Officer to carry out all work set out in his contract, only bringing to the attention of the Clerk & Proper Officer (in the first instance) any potential work not covered by his existing contract.**

Matters were raised regarding weeds on Footpath 8 and the installation of the 'removable' signage being acquired by the Town Development & Planning Committee.

- 9) ACTION: Councillors Bromilow and Watson to speak with Carnforth Cricket Club regarding removal of weeds on Footpath 8 and Councillor Parker to direct the Outdoor Maintenance Officer on the installation of the newly acquired signage.**

It was then **RESOLVED** that updates be noted and actions implemented with progress and any issues reported back to the Asset Management Committee.

**21053** **Maintenance Programme – Civic Hall:** Tasks to be carried out in May included monitoring the state of windows, external walls, ceilings and roof and all doors. It was reported that the recent bad weather and the planned checks had identified water leaks that need addressing.

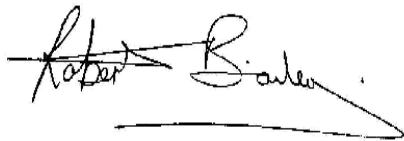
- 10) ACTION: Councillor Parker to contact the Town Council's preferred roofing contractors with a view to them undertaking remedial work.**

**21054 Allotments:** Councillor Branyan presented a draft contract agreement (amalgamated from the existing and a model agreement) between Carnforth Town Council and Carnforth Allotments Committee. The risk assessment previously drafted and circulated by the Clerk was also re-presented. There was some discussion about each of these and whether the Allotments Committee and / or Allotment Holders should be charged rent.

As yet no meeting has been arranged with the Allotments Committee. The Clerk reiterated his view that current arrangements are unsatisfactory and represent a relatively high risk to the Town Council. .

It was then **RESOLVED** that the Chair and Vice-Chair take the lead on moving this issue forward initially through a meeting with key representatives from Carnforth Allotments Committee.

**21055 Date of next meeting:** The next meeting of the Asset Management Committee will be on **Tuesday 1<sup>st</sup> June 2021 at 5:00pm.** The meeting closed at 6:20pm.

A handwritten signature in black ink, appearing to read 'Robert B. Bailey', with a long horizontal flourish extending to the right.

Clerk and Proper Officer



## Quote

Unit 2, Peel House  
Cocker Avenue, Poulton-le-fylde  
Lancashire  
FY6 8JU

Date: 13/05/2021

To Carnforth Civic Hall

Address: Civic Hall  
North Road  
Carnforth  
Lancashire  
LA5 9LJ

### Description:

### Unit Price

For the supply, install and maintenance of Airis LED Lights:

**Total £3,047.64**

60 monthly payments of **£50.79**

### Terms & Conditions

1. All prices are exclusive of VAT.
2. All products come with 5 year product warranty
3. Payment to be split over a 60 month agreement in line with maintenance guarantee.
4. First payment to be made 30 days from project completion & sign off.

*Airis Energy Solutions*

Telephone number: 01253 283050 E-mail: [info@airisuk.com](mailto:info@airisuk.com)

Company UTR number: 78280 29269

Company registration number: 10731308 VAT Number: 268910081

Company registered in England Terms & conditions available on request



Unit 2 Peal House, Cocker Avenue, Poulton Le Fylde, Lancashire, FY6 8JU

t: 01253 283050

w: [www.airisuk.com](http://www.airisuk.com) | e: [info@airisuk.com](mailto:info@airisuk.com)

Job Number: 9761

### SERVICES AGREEMENT

This Services Agreement (hereinafter the "Agreement") is made and entered into this 13/05/2021 by and between **AIRIS Energy Solutions LTD**, ("Airis"), and Carnforth Civic Hall ("Client") (each a "Party" and collectively referred to as the "Parties").

Company name:	<input type="text" value="Carnforth Council"/>	Phone:	<input type="text" value="01524 732197"/>
Client name:	<input type="text" value="Carnforth Civic Hall"/>	Email:	<input type="text"/>
Address:	<input type="text" value="North Road, Carnforth"/>		
Town/City:	<input type="text" value="Carnforth"/>	Post code:	<input type="text" value="LA5 9LJ"/>
County:	<input type="text" value="Lancashire"/>	Years in operation:	<input type="text"/>
Contact person:	<input type="text"/>	Mobile:	<input type="text"/>

**Installation Address:** (if different from above)

Address:	<input type="text"/>
Town/City:	<input type="text"/>
County:	<input type="text"/>
Post Code:	<input type="text"/>

**Installation:**

Installation Date and Proposed Completion Date – Servicer's installation of the Goods TBC (hereinafter the "Installation Date").

Client may delay the Installation Date by up to 60 days, one time, by providing written notice to Servicer.

Signature	<input type="text"/>	Date	<input type="text"/>
Print Name	<input type="text"/>		

- Upon signing this agreement, Airis will commence the manufacture of the equipment.



## Schedule

Initial Period 60 months

Equipment – See attached Fitting Schedule on page 3

Purchase Option Price £1 (Following the completion of the initial period)

Equipment Hire Option is calculated from the data collected from the Client provided historic electricity invoices, along with their detailed information relating to the hours of consumption through lighting. *(See clause 1.32 of the terms and conditions document).*

### Pre-Install

Clients current lighting electricity usage 6,343.48 Kwh's.

Clients current Unit rate including CCL 0.1698 ppKwh.

Clients current annual average lighting electricity spend £1,077.12

(Not including VAT/standing charges)

### Post Install

Clients new lighting electricity usage 1,956.24 Kwh's

Clients unit rate at point of contract including CCL 0.1698 ppKwh.

Clients new annual average lighting electricity spend £332.17 (Not including VAT/standing charges)

Clients annual maintenance saving £37.28 (labour only)

### **Total monthly savings**

**£65.19**

### **Monthly Equipment Hire Option Price payable to Airis**

**£50.79 (excluding VAT)**

### Schedule of fittings

Qty	Description	Replacement Wattage	Area	Burn Hours (Weekly)
4	T8 glass LED fitting 150cm, 24W	24	Training Office	45
2	LED ceiling light IP65, 12W	12	Office	45
4	T8 glass LED fitting 150cm, 24W	24	Kitchen	15
7	LED ceiling light IP65, 12W	12	Toilets	45
20	T8 glass LED fitting 150cm, 24W	24	Gym Area	45
6	8 inch DL, 12W	12	Meeting Room	45
2	T8 glass LED fitting 150cm, 18W	18	Basement Area	10
1	T8 glass LED fitting 150cm, 18W	18	Basement Area	10
1	LED ceiling light IP65, 12W	12	Stairwell	10
1	T8 glass LED fitting 150cm, 24W	24	Basement Area	10
3	LED ceiling light IP65, 12W	12	External	10
3	Flood light, 30W	30	Basement Area	10

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4	T8 glass LED fitting 150cm, 24W	24	Training Office	45
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3	Flood light, 30W	30	Basement Area	10