



# Carnforth Town Council

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

**Summons to attend meeting of Asset Management Committee on  
Tuesday 7<sup>th</sup> September 2021 at 5:00pm at Carnforth Civic Hall meeting  
room**

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

- 21088. Apologies:** To receive apologies
- 21089. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21090. Urgent Business:** To consider any items of urgent business not on the agenda
- 21091. Minutes:** To consider and approve Minutes of meeting held on Tuesday 10<sup>th</sup> August 2021
- 21092. Environment & Public Realm:** To consider the following matters:
- 1) Outdoor maintenance officer updates and issues;
  - 2) Lancaster City Council Climate Change consultation;
  - 3) Management and maintenance of street furniture
- 21093. Crag Bank Village Hall:** To consider the following matters:
- 1) Transfer of Registered title and sign;
  - 2) Property updates, issues and maintenance programme;
  - 3) Bookings and promotion of venue;
- 21094. Civic Hall:** To consider the following matters:
- 1) Test and Trace Centre;
  - 2) Property updates and issues and maintenance programme;
  - 3) Bookings and promotion of venue
- 21095. Other assets:** To consider updates on other matters relating to Council assets and general maintenance
- 21096. Date & Time of next meeting:** To consider date and time of next meeting

A handwritten signature in black ink, appearing to read "Robert Bowler".

**Clerk & Proper Officer**

**Tel: 07846256006**

**02 September 2021**

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

# ASSET MANAGEMENT COMMITTEE

## Draft Minutes of the meeting held on Tuesday 10<sup>th</sup> August 2021 at 5:00pm

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

**In attendance:** Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager;  
Linda Marsden, Crag Bank Village Hall Manager

**21078** **Apologies:** Apologies were received from Councillors Betley and Parker and Terry Allum, the Outdoor Maintenance Officer.

**21079** **Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.

**21080** **Urgent Business:** It was noted that there are several urgent matters but all can be considered under headings in the meeting agenda.

**21081** **Minutes:** It was **RESOLVED** that subject to a minor amendments the Minutes of the meeting held on Tuesday 6<sup>th</sup> July 2021 be approved.

**21082** **Terms of Reference:** Councillors considered the revised draft terms of reference for this committee which had been put together by Councillors Jones, Smith and Watson, supported by the Clerk and previously circulated. It was reported that the review had considered the suitability of the present committee structure taking into account current council business and the and the emerging Carnforth Neighbourhood Plan which, subject, to adoption will present a range of objectives to be delivered to 2031.

There was much discussion around the environmental matters which, under the new proposals, will essentially be the remit of a new committee to be known as the Property and Environment Committee, which will replace the Asset Management Committee. It was noted that the proposed new terms of reference for this committee includes more specific reference to managing the Carnforth Allotments and a range of environmental matters including any environmental projects and collaboration with City and County Council's to maintain open spaces and Public Rights of Way.

It was acknowledged that arising from the Carnforth Neighbourhood Plan this committee will have several key objectives to deliver around being responsive and resilient to climate change and to enhance habitats and green infrastructure networks. It was also accepted that, as now, the remit of each Committee is not mutually exclusive but were in need of clarification.

It was commented that the proposals may significantly increase the workload of this committee but it was **RESOLVED** that the proposed terms of reference for the Property and Environment Committee be recommended for acceptance by the Town Council, subject to a further review in 2022.

**21083 Outdoor Maintenance:** The Outdoor Maintenance Officer could not attend the meeting but had reported on work during the month that included the regular plant care, watering and weeding of all Council sites and mowing, strimming and maintenance of the flower bed at the junction of Kellet and North Road. It was noted that he will be carrying out a key operational role at the forthcoming Carnforth Street Festival.

It was then **RESOLVED that the update be noted.**

**21084 Crag Bank Village Hall:** The following matters were discussed:

- 1) **Replacement Doors and Access system:** The Chair reported that it had not been easy to find a contractor that could carry out the works needed at Crag Bank Village Hall to remove the upvc front doors and to supply custom made hardwood double door casing and two external doors. One contractor had provided a quotation for consideration by the committee. Subject to acceptance and fitting the new doors can then be fitted with a programable reader controlled by the Clerk that will allow users access to the building electronically. After some comments and questions it was **RESOLVED that the quotation received be accepted, in principle, and reported to the Finance & Governance Committee for endorsement with a view to the contractors being requested to carry out the specified works at their earliest opportunity**
- 2) **Heating Survey & Quotation:** A survey has been carried out and a quotation received to decommission and strip out the existing natural gas blow heater and the electric panel heaters at the village hall with a new boiler system, pipework and new radiators and wall mounted heaters. It was noted this would be major capital works that will need to be funded through external funding opportunities or earmarked reserves over several years.  
**ACTION: Detailed consideration be given on any opportunities for funding a replacement heating system by the Finance & Governance Committee**
- 3) **LED Lighting and electrical works:** It was reported that LED lights have been installed throughout the building. This is a major improvement and has been welcomed by all users and in the longer term will reduce costs and the carbon footprint of the building. As requested estimates had been sought from a preferred supplier to install additional double sockets in the main hall and to provide a full electrical inspection condition report of the building. It was noted that the inspection would take three days to complete and after some comments **it was RESOLVED that both quotations be accepted and the contractor be requested to undertake the works at their earliest convenience.**
- 4) **Cleaning:** It was reported that the arrangements put in place for the cleaning of the building has worked well and remains under review so that any changes can be made if/when required. The high-level cleaning and painting was deferred but should be completed soon.  
**ACTION: Clerk to cancel any bookings when the high level work is carried out.**

- 5) **General Maintenance:** Hand sanitisers have been fitted throughout the building and other general improvements carried out, including additional electric points being installed in the hall. Following the high level work the hall will be fully painted and the floor re-lined and polished. The entrance hall will also be painted.

After some comments, **it was RESOLVED that the updates be noted and actions implemented with progress and any issues reported back to the Asset Management Committee.**

**21085 Civic Hall:** The following matters were discussed:

- 1) **Heating Survey & Quotation:** A survey has also been carried out and a quotation received to completely decommission and replace the existing boiler, radiators and pipework at the Civic Hall. As with Crag Bank Village Hall the cost of this work would require a major capital investment from earmarked reserves over a period of time or through any available external funding opportunities. **ACTION: Detailed consideration be given on any opportunities for funding a replacement heating system by the Finance & Governance Committee.**
- 2) **LED Lighting:** It was reported that LED lights had also been installed throughout the building. As with Crag Bank Village Hall this is a major improvement that will reduce the carbon footprint of the building and save on electricity costs. The Clerk advised that for accounting purposes the LED installations at both the Civic and Crag Bank Village Hall had been treated as capital works.
- 3) **Maintenance Programme – Civic Hall:** The Maintenance Programme was reviewed and actual and planned actions noted.
- 4) **Priority Works:** As requested an estimate had been sought from a regular contractor to make the windows on the school field elevation water tight. At this stage no quotation had been requested to replace or remove the ornate round window on the front elevation, which is part of the original building. **ACTION: Clerk to contact Lancaster City Council’s conservation team to seek advice whether there is any restrictions on the removal or replacement of the ornate window on the front elevation of the Civic Hall.**

After some comments and discussion it was **RESOLVED that the updates be noted and actions implemented with progress and any issues reported back to the Asset Management Committee and that the estimate for the replacement of windows on the school field elevation be accepted.**

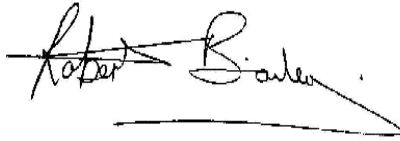
**21078 Other assets and related matters:** The Clerk reported that he had not made any progress on seeking estimates for the replacement of the carpet at the Town Council offices.

It was noted that for operational purposes duplicate keys had been cut for access to the Council offices, Carnforth Civic Hall and Crag Bank Village Hall. **ACTION: Clerk to create a list of current key holders.**

It was reported that the replacement Noticeboard for Highfield Road should be received in the coming weeks and following permission from the landowner an order has been placed for a new noticeboard at North Road.

**It was then RESOLVED that the updates be noted and suitable arrangements be made with the Outdoor Maintenance Officer to install the noticeboards once received.**

**21079** **Date of next meeting:** The next meeting of the Asset Management Committee will be on **Tuesday 7<sup>th</sup> September 2021 at 5:00pm.** The meeting closed at 6:20pm.

A handwritten signature in black ink, appearing to read "Robert B. Baker". The signature is written in a cursive style with a long horizontal stroke at the end.

Clerk and Proper Officer