



# Carnforth Town Council

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

**Summons to attend meeting of the Property & Environmental Committee  
on Tuesday 2<sup>nd</sup> November 2021 at 5:00pm at Carnforth Council Offices**

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

- 21107. Apologies:** To receive apologies
- 21108. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21109. Urgent Business:** To consider any items of urgent business not on the agenda
- 21110. Minutes:** To consider and approve Minutes of meeting held on Tuesday 5<sup>th</sup> October 2021
- 21111. Environment & Public Realm:** To consider the following matters:
- 1) Outdoor maintenance officer updates and issues including:
    - Street furniture and any other public realm issues;
    - Grounds maintenance
- 21112. Preferred suppliers list(s):** To consider arrangements and legal requirements for establishing a list of qualified, preferred suppliers
- 21113. Crag Bank Village Hall:** To consider the following matters:
- 1) Property updates, issues and maintenance programme, including:
    - Gas Survey / Electrical Survey
    - Electronic door system management
    - Outdoor lighting
    - Noticeboard and other fixtures and fittings
  - 2) Land boundary
  - 3) Asset Register
  - 4) Operational matters
- 21114. Civic Hall:** To consider the following matters:
- 1) Property updates and issues and maintenance programme including:
    - Windows
  - 2) Operational matters
- 21115. Forward Planning:** To consider plan and budget for financial year commencing 1<sup>st</sup> April 2022
- 21116. Other assets:** To consider updates on other matters relating to Council assets and general maintenance



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**21117. Date & Time of next meeting:** To consider date and time of next meeting

A handwritten signature in black ink, which appears to read "Robert B. Bailey". The signature is written in a cursive style and is positioned above a horizontal line.

**Clerk & Proper Officer**

**29 October 2021**

**Tel: 07846256006**

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

# PROPERTY & ENVIRONMENT COMMITTEE

## Draft Minutes of the meeting held on Tuesday 5<sup>th</sup> October 2021

**Present:** Councillors Bromilow (Chair); Betley and Parker

**In attendance:** Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager; Linda Marsden, Crag Bank Village Hall Manager; Terry Allum, Outdoor Maintenance Officer (Part)

**21097 Apologies:** Apologies were received from Councillors Branyan and Watson

**21098 Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.

**21099 Urgent Business:** The Clerk reported that there had been an attempt to break the safety glass at Carnforth Town Council Offices. **ACTION: Clerk to inform the landlord of the building.**

A quotation has been received from Barnes Electrical to carry out work to reinstall the motion sensor flood light at the Crag Bank Village Hall Car Park. **ACTION: Clerk authorised to accept the quotation from this 'preferred contractor' and arrange for the works to be carried out at the earliest opportunity.**

**21100 Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Tuesday 7<sup>th</sup> September 2021 be approved

**21101 Environment & Public Realm:** The following matters were considered:

- 1) **Outdoor maintenance officer updates and issues:** The Outdoor Maintenance Officer provided an update on previous actions and current and planned work. It was reported that in order to carry out weed spraying the Outdoor Maintenance Officer would need to undertake formal Control of Substances Hazardous to Health (COSHH) training. **ACTION: Suitable COSHH training to be identified and costed with a view to the Outdoor Maintenance Officer undertaking this training in order to carry out weed-spraying safely.**

Work is ongoing to source suitable materials to build a rockery feature at the small piece of land at the junction of North Road and Market Street. The ivy on the Civic Hall will be removed and the bench on Lancaster Road adjacent to the Carnforth Inn will be repaired and painted, or possibly removed dependent on the extent of the work needed. The Outdoor Maintenance Officer was recently approached about anti-social behaviour on the footpath close to the Welmar estate. **ACTION: Outdoor Maintenance Officer to assess the state of the bench and report back to the Clerk & Proper Officer before taking further action. Anti-social behaviour to be reported to the Police Community Support Officers.**

- 2) **Management and maintenance of street furniture:** It was reported that the two new double noticeboards and refurbished single noticeboard will soon be delivered and subsequently installed by the Outdoor Maintenance Officer given the cost quoted by the suppliers to carry out this work.

The Committee were reminded that these are to be located at North Road, Highfield Road and at Carnforth Civic Hall respectively.

It was then **RESOLVED** that the updates be noted and actions implemented with progress and any issues reported being reported back to the Property & Environment Committee.

**21102 Crag Bank Village Hall:** The following matters were considered:

- 1) **Property updates, issues and maintenance programme:** The Clerk & Proper Officer provided an update on the latest improvements being carried out at the Village Hall. It was reported that the hard wood front doors had been fitted but that the installation of the electronic door system was, unfortunately, cancelled at a very late stage by the contractors, with installation now scheduled for week commencing 11<sup>th</sup> October. . This resulted in a temporary arrangement being made to enable the building to be secured in the interim. As instructed a full Electrical Inspection Condition Report has been carried out. A supply of both tables and chairs are now available for users in the storage room on the ground floor, removing any risk of accidents from users bringing these down from the upper mezzanine floor. There has been some issues with users and staff getting convenient access to equipment within this store area but these are being addressed.
- 2) **Land boundary:** As requested the Clerk & Proper Officer has obtained additional information and clarity from the Council's solicitors on the land boundaries around the Village Hall. **ACTION: Details to be considered further and a meeting arranged with the Crag Bank Under 5's committee to discuss this and other matters**
- 3) **Bookings and promotion of venue:** The Clerk & Proper Officer reported that there is now at least one regular booking at the Civic Hall every evening, Monday to Friday and that overall bookings are now in excess of the pre-pandemic numbers. The Committee were informed that the new booking system has greatly reduced what would otherwise have been an onerous task to manage the bookings, payments, invoicing and general management of each venue.
- 4) **Venue survey results:** The Clerk reported on the recent online survey of the Village Hall from users and residents.  
  
There had been a good response with 48 people having completed the questionnaire published on social media. Majority of responses were from women and people over 31 and those who have lived in the area for over 20 years.

This represented a good range of people who will have known the building for some considerable time and it was therefore encouraging that there was an overwhelming positive response to what the Council has achieved since taking on the stewardship of the building in early June.

Those responding scored the building on a five star rating with overall scores ranging between 3.56 and 4.06 on cleanliness, accessibility and value for money. A high number of people are happy with the current provision at the hall but several did ask for more 'community events' including film nights, adult education and craft classes as well as facilities for badminton and table tennis.

In terms of where the building could be improved the 'ineffectiveness and 'noise' of the current heating system is clearly the main area of concern with users, followed by the lack of lighting on the adjacent car park, which results in numerous cars parking on Jesson Way. It was noted that following approval of the quotation reported under Urgent Business (Agenda item 21099 above refers) the problem with the car park lighting will be resolved.

With one notable exception, those responding fully value this facility and welcome the improvements made and plans to ensure its viability long into the future.

After some comments and observations around the ongoing works to improve the facility and the welcome feedback from the survey it was **RESOLVED** that the updates be noted and actions implemented with progress and any issues reported back to the Committee in due course.

**21103** **Civic Hall:** The following matters were discussed:

- 1) **Property updates and issues and maintenance programme:** The Civic Hall Manager reported that the ornate round window at the front of the building still needs to be repaired or replaced. **ACTION: Clerk & Proper Officer to contact the City Council's conservation team to determine whether any listed building planning application or permissions are required.**

There were no matters on the scheduled maintenance programme for October. The Civic Hall Manager requested that the town council give consideration to address the acoustics in the Civic Hall and replacing the flooring which is no longer fit-for-purpose.

**ACTION: Property & Environment Committee to consider further as part of the budget planning process for the coming financial year(s).**

- 2) **Bookings and promotion of venue:** The Clerk & Proper Officer was pleased to report that 2246 Squadron Carnforth Air Cadets have now fully returned to the Civic Hall. Two groups have returned to the Civic Hall – including one who has three bookings a week – but bookings overall remain down on the pre-pandemic bookings at present.

The committee were advised that the latest edition of the *Carnforth Express* includes details of the town council's venues and associated facilities and how to book. The Administrative Officer has also created a Facebook page, *Carnforth Town Council – Venues for Hire* specifically related to each venue and providing more details on what is on offer. Together these should improve the number of bookings being made.

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

**21104 Budget monitoring:** The Clerk & Proper Officer presented the budget monitoring reports for the cost codes under the management of this committee. It was reported that overall, the allocated budgets for the year across all of the committee cost codes had been spent at the mid-point of the year.

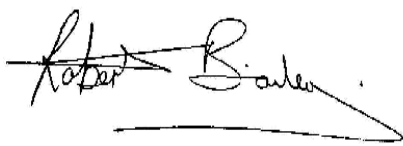
Members noted that whilst the overall budget had remained the same as last year, there had been additional expenditure incurred on Council assets specifically relating to the cost of:

- installing the two bus shelters (originally planned for 2020/21);
- unplanned expenditure on replacing the vandalised noticeboard at Highfield Road (partly offset through an insurance claim) and a subsequent decision to replace the single noticeboard on North Road with a double one;
- essential equipment needed to clean and maintain Crag Bank Village Hall;
- litter picking equipment and safety vests for the Carnforth Wombles and;
- Safety vests and lanyards for Council staff and Councillors.

After some comments, acknowledging the unexpected and unplanned circumstances of the first half of the year relating to the council's property and environmental plans it was **RESOLVED** that at the next meeting of the Committee it will consider in detail its plans for the remainder of the year as well as budget requirements for the financial year 2022/23.

**21105 Other assets:** It was reported that the Samsung A7 tablets to be allocated to all Councillors have now been delivered. It is planned to distribute these at the next Town Council meeting and once a policy on their use has been considered by the Finance & Governance Committee. It was then **RESOLVED that the update and be noted**

**21106 Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 2<sup>nd</sup> November 2021 at 5:00pm**. The meeting closed at 17:50pm.



Clerk and Proper Officer