



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of the Property & Environmental Committee
on Tuesday 5th October at 5:00pm at Carnforth Council Offices**

A G E N D A

- 21097. Apologies:** To receive apologies
- 21098. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21099. Urgent Business:** To consider any items of urgent business not on the agenda
- 21100. Minutes:** To consider and approve Minutes of meeting held on Tuesday 7th September 2021
- 21101. Environment & Public Realm:** To consider the following matters:
- 1) Outdoor maintenance officer updates and issues;
 - 2) Management and maintenance of street furniture
- 21102. Crag Bank Village Hall:** To consider the following matters:
- 1) Property updates, issues and maintenance programme;
 - 2) Land boundary
 - 3) Bookings and promotion of venue;
 - 4) Venue survey results
- 21103. Civic Hall:** To consider the following matters:
- 1) Property updates and issues and maintenance programme;
 - 2) Bookings and promotion of venue
 - 3) 2246 Squadron lease and return
- 21104. Budget Monitoring:** To consider Committee budget position as at 30th September 2021 and begin planning for financial year commencing 1st April 2022
- 21105. Other assets:** To consider updates on other matters relating to Council assets and general maintenance including
- 1) Samsung A7 tablets
- 21106. Date & Time of next meeting:** To consider date and time of next meeting

Clerk & Proper Officer

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30 September 2021

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ASSET MANAGEMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 7th September 2021 at 5:00pm

Present: Councillors Watson (Chair); Betley (remotely); Branyan (Town Mayor); Grisenthwaite (remotely)

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

21088 Apologies: Apologies were received from Councillors Bromilow and Parker

21089 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

21090 Urgent Business: The Clerk had previously circulated a document setting out the amount to terminate the five-year lease arrangement with Mars UK Ltd for the drinks machine at Carnforth Civic Hall. The Town Mayor outlined options to: retain the machine at the Civic Hall; transfer it to Crag Bank Village Hall or pay the settlement amount and cancel the lease.

After some deliberation and consideration of the current cost of the machine and usage it was **RESOLVED that arrangements be made to terminate the lease agreement with Mars UK Ltd.**

21091 Minutes: It was **RESOLVED that subject to a minor amendments the Minutes of the meeting held on Tuesday 1st June 2021 be approved.** It was noted that, subject to Council approval this committee will be the Property and Environment Committee from October.

21092 Environment & Public Realm: The following matters were considered:

- 1) Outdoor maintenance officer updates and issues:** It was reported that the pavement flags around the 'Owl Planter' had been replaced and the path made good by Lancashire County Council. The additional plants purchased and planted before the Carnforth Street Festival had received positive comments. The flower bed at the 'Cllr Woof Memorial' has not been working because of the poor standard of the soil and has been removed with a recommendation that this area be made into a rockery. **ACTION: Outdoor Maintenance Office to replace the flower bed with a rockery area**

Work still needs to be done to finish off and make good the concrete base at the new Bus Shelter on Back Lane. The Clerk reported that the resident who maintains Alexandra Park has requested a litter picker and use of a leaf blower. She has also enquired about the cutting of the grass within the park. **ACTION: Resident to be supplied with a litter picker and reminded that Lancaster City Council will cut the grass 4 weekly between April and October. Outdoor Maintenance Officer to liaise with the Clerk on the purchase of a leaf blower and vacuum as a Town Council asset.**

- 2) **Lancaster City Council Climate Change consultation:** The Clerk reported on the consultation of the Climate Emergency Review of the Local Plan for the district which ends on the 17th September 2021. It was pointed out that there is a raft of useful information on Lancaster City Council's website covering the actions being made and planned by the City Council and advice on what organisations and individuals can do to reduce the implications associated with the climate emergency.
- It was noted that the Town Council had previously commented on climate change matters during the Local Plan consultation but it was considered appropriate to comment on the latest climate review in support of Lancaster City Council's actions and to outline the Town Council's position on Climate Change, as set out in the Carnforth Neighbourhood Plan and the actions it is taking to reduce its carbon footprint, including the recent installation of LED lighting. **ACTION: Clerk to draft a response to the Climate Emergency Review consultation for approval by Councillor Grisenthwaite and submission to Lancaster City Council.**
- 3) **Management and maintenance of street furniture:** The Clerk reported that he had chased the manufacturers of the Keyworks bench and had been advised that it will be delivered in the next two to four weeks. An existing bench will then be moved from the War Memorial Gardens and relocated adjacent to the Aldi Bus Stop on Lancaster Road. It was commented that it was appropriate that matters relating to street furniture, being Town Council assets, be considered by this Committee.

21093 Crag Bank Village Hall: The following matters were considered:

- 1) **Transfer of Registered title and sign:** The Clerk reported that he had now received from the Town Council's solicitors two copies of the *HM Land Registry Transfer of whole of registered title* documents for signing in relation to Crag Bank Village Hall and the small piece of registered land in the corner of the car park. It was then **RESOLVED that the documents be signed by Councillor Watson on behalf of Carnforth Town Council.** There followed a discussion about seeking clarification of the boundaries around the property. **ACTION: Clerk to contact the Town Council's solicitors for further clarification following which a meeting be arranged with the Crag Bank Under 5's Committee**
- 2) **Property updates, issues and maintenance programme:** It was reported that improvement continue to be made to the building including the installation of additional electrical sockets; high-level cleaning; painting in the hall, and the hall floor re-marked and polished. It was noted that there had already been some damage to the hall floor since then apparently caused by chairs/tables being dragged around.

This led into a discussion about the general poor quality of existing tables and chairs which will have contributed to the damage. Hirers obligations set out in the terms and conditions of hire was also noted.

The Clerk reported that assets acquired when taking over the stewardship of Crag Bank Village Hall have not yet been included within the Town Council's Asset Register and that a maintenance programme, similar to the one for Carnforth Civic hall has yet to be established.

ACTIONS:

- **Crag Bank Village Hall Manger and Clerk to price up the cost of acquiring up to 25 new tables and 50 new chairs and report back.**
- **Notices to be placed in the village hall reminding hirers of their obligations as set out in the terms and conditions.**
- **Entrance Hall, doors and skirting etc to be decorated over the Christmas break**
- **Asset Register to be updated with assets from Crag Bank Village Hall and an ongoing maintenance programme established.**

- 3) **Bookings and promotion of venue:** The Clerk reported that the booking system continues to work well, saving time; improving early payment and enhancing the Town Council's reputation. All previous hirers, and some new ones, are now hiring the building every week. In response to a question, the Clerk reported that invoices to regular hirers are raised monthly in advance and the Stripe online payment system, whilst not yet being used extensively, works well with full details of the booking, and the payer being clearly identified so that this can be traced to the Council bank statements.

The Administrative Officer sends a weekly 'Booking Summary Report' to the Hall Managers and the keyholder at Crag Bank Village Hall of all hires in that week.

ACTIONS:

- **As proposed by the Clerk, the Administrative Officer be tasked with setting up a social media page specifically for the hire of council venues to regularly promote what is on offer and the online payment system.**
- **Hall Managers to be sent a monthly summary of hall bookings in addition to the weekly up-to-date reports, and more information be provided on the purpose of each booking.**

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

21094 Civic Hall: The following matters were discussed:

- 1) **Test and Trace Centre:** Lancaster City Council are continuing to use the Civic Hall as a test and trace centre throughout September and until further notice.
- 2) **Property updates, issues and maintenance programme:** It was reported that work to weatherproof the windows on the school elevation of the building has been completed. Lancaster City Council's conservation team have not yet been contacted regarding the round window on the front elevation which is in a poor state and needs attention. Some minor touch up painting needs to be done following the installation of the LED lighting. Maintenance programmed actions in September will be/have been addressed.
- 3) **Bookings and promotion of venue:** Minute No 21093 (3) also refers. Following the reopening of the Civic Hall in mid-July a few of the previous hirers have returned but there remains plenty of capacity for use. There has been some correspondence with the Air Training Corps (ATC) regarding their return to the Civic Hall but it is unclear why they have not yet done so. The Clerk reported that the lease arrangement with the ATC covering the period when the building was closed due to the coronavirus pandemic and the subsequent reopening had been agreed and signed by The Reserve Forces' & Cadets' Association for the North West of England and the Clerk acting on behalf of the Town Council. This effectively brings to an end the rent free period when the ATC did not occupy the building when the property was closed. Rent is again payable from 1st September.

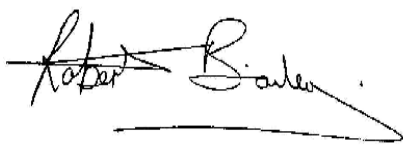
ACTION: Venue to be promoted via social media (see Minute No 21093) and the ATC to be contacted regarding their planned return to the Civic Hall.

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

21095 Other assets: It was reported that the delivery of the large noticeboards for Highfield Road and North Road and the return of the small noticeboard is still awaited despite the contractor being chased. **ACTION: Clerk to follow up with the contractors**

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

21096 Date of next meeting: The next meeting of the Asset Management Committee will be on **Tuesday 5th October at 5:00pm.** The meeting closed at 6:20pm.



Clerk and Proper Officer