



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of the Property & Environmental Committee
on Tuesday 6th December 2022 at 5:00pm at Carnforth Council Offices**

A G E N D A

- 22102. Apologies:** To receive apologies
- 22103. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22104. Urgent Business:** To consider any items of urgent business not on the agenda
- 22105. Minutes:** To consider and approve Minutes of meeting held on Tuesday 1st November 2022
- 22106. Actions & Updates:** To consider any actions and updates from the previous Minutes
- 22107. Committee Budget:** To consider committee expenditure and monitoring as at 30th November 2022
- 22108. Environment & Public Realm:** To consider
 - 1) Outdoor Maintenance Officer report;
 - 2) Carnforth Town Council Sustainability Statement and policy
- 22109. Civic Hall:** To consider property / operational updates
- 22110. Crag Bank Village Hall:** To consider property / operational updates
- 22111. Highfield Allotments:** To consider any updates
- 22112. Date & Time of next meeting:** To consider date and time of next meeting – Tuesday 10th January 2022 at 5:00pm

Clerk & Proper Officer

Tel: 07828 254 149

30 November 2022

Email: clerk@carnforhtowncouncil.org

PROPERTY & ENVIRONMENT COMMITTEE

Minutes of the meeting held on Tuesday 1st November 2022 at 5:00pm

Present: Councillors Gardner (Chair); Bromilow and Parker

In attendance: Bob Bailey, Town Clerk & RFO, Rik Marsden, Facilities Manager, Simon Jobling, Outdoor Maintenance Officer

- 22091 Apologies:** Apologies were received from Councillor's Grisenthwaite, Smith and Watson
- 22092 Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.
- 22093 Urgent Business:** At the request of Councillor Grisenthwaite, the Town Clerk informed Councillors that a meeting is being arranged with representatives from the National Health Service to discuss the recent installation of a metal gate on Booth's Car Park directly behind the clinic at Ashtrees. Town Councillors have been contacted by residents raising concerns that this has stopped both pedestrians and car drivers from taking a 'short-cut' from Booths to Hunter Street it was considered appropriate that the Council to be involved in finding a solution and meeting with the NHS. **ACTION: Carnforth Town Council be represented at any meeting to discuss the issue with a view to finding a solution.**
- 22094 Minutes:** It was **RESOLVED that Minutes of meeting held on Tuesday 11th October be approved.**
- 22095 Actions & Updates:** It was reported that the War Memorial Working Group had recently met for the first time. There followed a discussion on the main purpose of the group, being, 'refurbishment of the Town's War Memorial Gardens prior to the centennial anniversary of its unveiling in 2024 and the agreed actions.
- Facilities Manager is in the process of seeking advice and quotation(s) on the installation of bulk lights to be fixed around the car park wall at Crag Bank Village Hall.
- Following this committees recommendation and subsequent approval by Carnforth Town Council an order was placed for the purchase of a Carnforth Town Council gazebo, which has been subsequently received.
- It was then **RESOLVED that the general actions and updates be noted.**
- 22096 Committee Budget:** The Town Clerk presented the *Summary of Receipts and Payments* report as at 28th October 2022 of the Cost Centres / Codes under the Committee's terms of reference.
- It was reported that at the mid-point of the financial year 51% (£1,545) remained in the allocated budget for council property and assets and 65% (£1,635) in the Grounds Maintenance budget. After some comments, it was **RESOLVED that the Committee budget as at 28th October be noted.**

22097 Environment & Public Realm: Simon Jobling, Outdoor Maintenance Officer - who had started working for the Town Council on 31st October – was warmly welcomed. It was reported that he had completed a handover with the outgoing Outdoor Maintenance Officer and started to tidy up flower beds at the War Memorial Gardens. He had also installed the two 'Unknown Women at War' silhouettes ahead of Remembrance Sunday

It was noted that one of the two Kissing Gates, recently acquired has been installed, with the other, along with fingerposts and wayleave signs to be installed in due course.

There followed a discussion about the tools and personal protective equipment (PPE) the Outdoor Maintenance Officer will need to fulfill his responsibilities.

It was then **RESOLVED that the update on environmental and public realm matters be noted and that arrangements be made for the purchase of a new hedge trimmer and suitable PPE as required.**

22098 Civic Hall: The Facilities Manager reported that the Hall floor is due to be stripped and cleaned again and that, in his opinion, given the age and current state of the floor, this would be the last time that it will be possible. It was also reported that the urgent action to repair the boiler had been carried out.

There followed a further discussion on the current relatively low use of the hall and the need to invest in a new heating system and parking facilities to secure the long-term future of the hall for the local community.

The Town Clerk reported that arrangements were being made for a structural engineer to look at the masonry in the cellar and rifle range.

It was then **RESOLVED that the updates be noted and that the long term future investment plans and potential funding for Carnforth Civic Hall be determined as soon as practicable following a planned feasibility study of both community halls.**

22099 Crag Bank Village Hall: It was reported that some day-to-day repairs had been carried out in recent weeks and that, as instructed, road traffic cones had been purchased, following residents' complaints about 'double-parking' on Jesson Way for larger events.

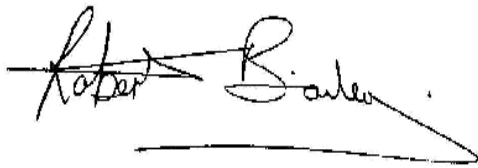
The Town Clerk has provided the evidence requested by the land registry on the dissolution of the Crag Bank Committee and Trustees and the transfer to the Council to safeguard the long-term future of this community asset. Final and formal confirmation of the transfer of the property and land is awaited.

There followed a discussion on the future use of the Village Hall, including investment in the kitchen to make it more viable. It was then **RESOLVED that updates be noted and that the long term future investment and potential in Crag Bank Village Hall be determined as soon as practicable following a planned feasibility study of both community halls.**

22100 Highfield Allotments: Following the resolution of Carnforth Town Council to support a new approach to the governance and management framework of the Highfield Allotments, it was reported that a meeting has been arranged with representatives from the existing Allotments Committee to discuss the proposed changes and agree a way forward.

After some comments, it was **RESOLVED that the update be noted and that further updates and actions following the meeting with the Allotments Association on the future management and governance of Highfield Allotments be reported in due course.**

22101 Date of next meeting: The next meeting of the Property & Environment Committee will be on **Tuesday 6th December 2022.** The meeting closed at 6:25pm

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

Town Clerk and Responsible Finance Office

Summary of Receipts and Payments

Cost Centre 29

Property & Environment Comr

Receipts

Payments

Net Position

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58	Local Delivery Scheme	500.00		-500.00	500.00	149.98	350.02	-149.98 (-15%)
61	Grounds Maintenance				2,500.00	920.17	1,579.83	1,579.83 (63%)
90	Alexandra Park				100.00	100.00		(0%)
106	Assets		45.00	45.00	3,000.00	2,028.95	971.05	1,016.05 (33%)
SUB TOTAL		500.00	45.00	-455.00	6,100.00	3,199.10	2,900.90	2,445.90 (37%)

Summary

NET TOTAL	500.00	45.00	-455.00	6,100.00	3,199.10	2,900.90	2,445.90 (37%)
V.A.T.					578.75		
GROSS TOTAL		45.00			3,777.85		

Carnforth Town Council Sustainability Statement

Carnforth Town Council has set out, in its Neighbourhood Plan, an aspiration to 'Green' the Town and achieve, in the longer term, a carbon zero footprint.

Underpinning this aspiration is the need to improve the environmental performance of all Carnforth town community activities and behaviours.

The Town Council, comprising its officers and members, has a vital leadership role to play in taking forward our green agenda. After all, it would be incongruous to espouse such an ambition without examining and improving our own performance.

The purpose of this document is to formally embed sustainable thinking into all we do so as to demonstrate to the community that we adopt, what we believe is, best environmental practice.

Carnforth Town Council Sustainability Policy

When conducting our business and procuring the services of others we will consider:-

- The source and nature of resources used in delivering such activities, and whether such resources are renewable.
- The energy used and pollution caused from transport in delivery and operation of such activities.
- Products and equipment used - their durability and the possibilities for re-use or recycling of such products, equipment and their packaging, and waste issues arising from their use.

And

- REDUCE - Only buy supplies when necessary and minimise the amount of materials consumed.

- REUSE - Reuse and reallocate resources within the Council or where not possible through other sources, ensuring that procedures and policies for such disposal are followed.
- RECYCLE - Where reuse of products is not practicable, source products that are made from recycled material and/or are in themselves recyclable, and have minimal packaging.
- Select more durable, environmentally friendly alternatives to products currently used.
- Maintain & repair furniture, equipment and other products so as to extend its life.
- Select the more environmentally-friendly option for cleaning, pest control and grounds maintenance.
- Buy energy efficient appliances and equipment.
- Encourage the use of energy efficient modes of transport.
- Reduce, reuse and recycle waste materials at all of our events and all of our premises.

These principles will be embedded in all we do and we will expect service providers to adopt or aspire to adopt such practices.

Whilst value for money will remain at the heart of our procurement process the above principles will be factored into our tendering and procurement process.

Whilst current practices should remain under constant review against these principles, our performance against these principles will be reviewed 12 months following their formal adoption and annually thereafter. The Town Clerk shall ensure that a report is presented to the Town Council within 1 month of the due date of such review.

Cllr Chris Smith

22/11/2022