



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of the Property & Environmental Committee
on Tuesday 7th February 2023 at 5:00pm at Carnforth Council Offices**

A G E N D A

- 23014. Apologies:** To receive apologies
- 23015. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 23016. Urgent Business:** To consider any items of urgent business not on the agenda
- 23017. Minutes:** To consider and approve Minutes of meeting held on Tuesday 10th January 2023
- 23018. Actions & Updates:** To consider any actions and updates from the previous Minutes not covered by this Agenda (Clerk to Report)
- 23019. Committee Budget:** To consider committee expenditure and monitoring as at 31st January 2023
- 23020. Environment & Public Realm:** To consider Outdoor Maintenance Officer report
- 23021. Civic Hall:** To consider property / operational updates including;
- 1) Kitchen design and quotation
 - 2) Receipts & Payments as at 31st January 2023
- 23022. Crag Bank Village Hall:** To consider property / operational updates;
- 1) Kitchen design and quotation
 - 2) Request to use Village Hall Car Park for the sale of food
 - 3) Receipts & Payments as at 31st January 2023
- 23023. Date & Time of next meeting:** To consider date and time of next meeting – Tuesday 7th March 2023 at 5:00pm

**Town Clerk & Responsible Financial Officer
2023**

02 February

Tel: 07828 254 149

Email: clerk@carnforthtowncouncil.org

PROPERTY & ENVIRONMENT COMMITTEE

Minutes of the meeting held on Tuesday 10th January 2023 at 5:00pm

Present: Councillors Parker (Chair); Grisenthwaite; Laurence; Roe and Smith

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

22102 Apologies: Apologies were received from Councillors Bromilow and Gardner

22103 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

22104 Urgent Business: There were no matters of urgent business.

22105 Minutes: It was **RESOLVED that Minutes of meeting held on Tuesday 1st November be approved.**

22106 Actions & Updates: It was reported that a meeting has not yet been arranged to discuss the purpose and concerns raised about the recent installation of a metal gate on Booth's Car Park behind the Ashtrees Clinic **ACTION: Councillor Smith to request an update from the Ward Councillor.**

A hedge trimmer and up-to-date Personal Protective Equipment have been approved as directed by this Committee and are being used by the Outdoor Maintenance Officer.

It was then **RESOLVED that the general actions and updates be noted.**

22107 Climbing Wall: Councillor Smith reported on a letter received from Christ Church Primary School requesting the Town Council's approval to mount traverse wall holds to the wall on Carnforth Civic Hall between it and the school playground for the installation of a climbing wall. There followed a discussion that generally supported the purpose and benefits associated with the proposed installation but for this to be attached to the rear wall of the Civic Hall, given that the original proposal would mean that the climbing wall would be adjacent to the Facilities Manager's flat. The conversation widened into a discussion on the long term outline plans for a car park to be developed on that side of the Civic Hall and the school grounds. After some discussion, it was **RESOLVED that Councillor Smith arranges a meeting with representatives from Christ Church school to discuss the Council's long term plans and the proposed installation of a climbing wall.**

22108 Committee Budget: The Town Clerk presented the *Summary of Receipts and Payments* report as at 31st December 2022 of the Cost Centres / Codes under the Committee's terms of reference.

It was reported that at the end of month 9, 32% (£971) remained in the allocated budget for council property and assets and 62% (£1,555) in the Grounds Maintenance budget. It was **RESOLVED that the Committee budget as at 31st December be noted.**

22109 Policies: The following were considered:

- 1) **Sustainability Statement:** The statement outlines how the Council will:
 - conduct its business and procurement arrangements to reduce its carbon footprint, in line with aspirations set out in the Carnforth Neighbourhood Plan;
 - take actions that, collectively, will help minimise the harm done to the planet and which encourages the Council, its suppliers to reduce their own carbon footprint.

In the subsequent discussion, it was noted that adoption of a realistic sustainability policy will also help to manage the impact of tighter future regulations.

- 2) **Health and Safety Policy:** It was reported that the Health and Safety Policy had been revised given the additional services and functions now provided by the Council and the additional staff and resources employed to deliver them.

The revised policy sets out, in more detail, how the Council will carry out its work in line with health and safety regulations and that will ensure that workplace injuries and ill health is kept to a minimum and the Council's reputation is not damaged.

There was a discussion on both the proposed policies and it was then **RESOLVED that Carnforth Town Council be recommended to adopt the draft Sustainability Statement and Health and safety Policy as drafted.**

22110 Environment & Public Realm: Simon Jobling, Outdoor Maintenance Officer presented his report setting out the tasks completed in the last month and a range of tasks and ideas that he had identified for the future.

Councillors commented on the positive impact he has had on grounds maintenance generally since his appointment. The ideas and suggestions were each discussed resulting in immediate actions and longer term plans aimed at improving public open spaces and the general maintenance of street furniture and outdoor assets.

Enquiries were being made with a view to the Outdoor Maintenance officer carrying out remedial work to address problem areas that are the responsibility of other organisations for the benefit of the town.

It was then **RESOLVED that the update on environmental and public realm matters be noted and that the identified tasks and ideas be actioned and/or developed in the coming weeks/months.**

22111 Civic Hall: The Facilities Manager reported on general operational matters and services that need to be followed up including the professional disposal of sanitary items that have not been carried several months.

It was reported that the film equipment had been serviced by a company who also carry out work to improve the acoustics in buildings. The Facilities Manager has requested a quotation for work needed to address the problems at the Civic Hall.

It was again reiterated that there is a need for a long term strategy for the building and what it has to offer to our local community. Of immediate concern is the poor efficiency of the heating system and the fact that boiler failures, and the costs to carry out repairs are increasing. Such a long term plan could accommodate other important improvements such as a car park as well as the acoustics and flooring as has been previously mentioned.

It was noted that a focussed and coordinated strategy is also more likely to benefit from available funding sources, loans, crowdfunding and general fundraising.

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.**

22112 Crag Bank Village Hall: Councillor Grisenthwaite reported that he, Councillor Watson and the Town Clerk had met to also consider a long term strategy for Crag Bank Village Hall. Key matters at this building are the sub-standard kitchen facilities, improved insulation and replacement of the heating system within the next twenty-four months.

As with Carnforth Civic Hall, the Village Hall would benefit from a focused and coordinated strategy of improvements to secure its long term future as a valuable community asset.

It was considered that the necessary improvements to the kitchen may benefit from funding available from the recently announced Platinum Jubilee Village Halls Fund, although an initial application will need to be made by 20th January.

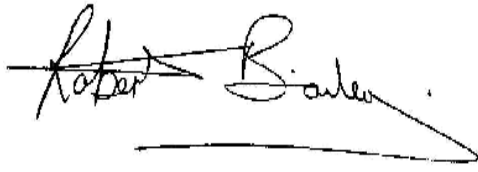
It was then **RESOLVED that updates be noted and that the long term future investment and potential in Crag Bank Village Hall be determined as soon as practicable following a planned feasibility study.**

22113 Highfield Allotments: Councillor Grisenthwaite provided an update on the latest position regarding the discussions with the Carnforth Allotments Association on the future management and governance of the Highfield Allotments.

It was reported that the Allotment Association had now agreed to all the identified matters relating to the future management and governance arrangements save for an assurance that the 'Highfield Allotments will be preserved for future generations..' It is considered that as the Council owns the land there will be no legal impact on the current lease arrangements of the land or agreements with the allotment holders but advice is being sought from Lancaster City Council's Legal Services. Notwithstanding this a letter could be sent to the Allotments Association providing the reassurances that they seek on the basis that the Council considers the allotments to be a valuable community asset.

After some comments, it was **RESOLVED that the update be noted and that the Council formally writes to Carnforth Allotments Association providing reassurances on the future of the Highfield Allotments.**

22114 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 7th February 2023**. The meeting closed at 6:05pm

A handwritten signature in black ink, appearing to read "Robert B. Bailey". The signature is written in a cursive style with a long horizontal line extending from the end.

Town Clerk and Responsible Finance Officer



Summary of Receipts and Payments

Cost Centre 1

Carnforth Civic Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	CCH - Electricity				525.00	1,265.88	-740.88	-740.88 (-141%)
2	CCH - Heating				1,575.00	3,063.50	-1,488.50	-1,488.50 (-94%)
3	CCH - Water rates				1,470.00	1,320.47	149.53	149.53 (10%)
4	CCH - Cleaning				1,050.00	1,188.09	-138.09	-138.09 (-13%)
5	CCH - Repairs & Maintenance				2,500.00	2,239.01	260.99	260.99 (10%)
6	CCH - Waste & Recycling				1,050.00	790.15	259.85	259.85 (24%)
33	CCH - Film Nights	500.00	1,757.39	1,257.39	250.00	1,194.82	-944.82	312.57 (41%)
52	CCH - Hire	13,000.00	8,305.27	-4,694.73				-4,694.73 (-36%)
114	CCH - NNDR		2,694.60	2,694.60	2,000.00	4,632.34	-2,632.34	62.26 (3%)
SUB TOTAL		13,500.00	12,757.26	-742.74	10,420.00	15,694.26	-5,274.26	-6,017.00 (-25%)

Summary

NET TOTAL	13,500.00	12,757.26	-742.74	10,420.00	15,694.26	-5,274.26	-6,017.00 (-25%)
V.A.T.					1,091.43		
GROSS TOTAL		12,757.26			16,785.69		



Summary of Receipts and Payments

Cost Centre 31

Crag Bank Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
98	CBVH - Gas & Electricity		18.74	18.74	3,150.00	6,711.40	-3,561.40	-3,542.66 (-112%)
100	CBVH - Water Rates				525.00	573.16	-48.16	-48.16 (-9%)
101	CBVH - Cleaning				1,050.00	691.89	358.11	358.11 (34%)
102	CBVH - Repairs & Maintenance				1,575.00	1,265.93	309.07	309.07 (19%)
103	CBVH - Waste & Recycling				788.00	678.76	109.24	109.24 (13%)
104	CBVH - Hire	18,000.00	15,494.99	-2,505.01				-2,505.01 (-13%)
111	CBVH - Grounds Maintenance				105.00		105.00	105.00 (100%)
112	CBVH - NNDR				1,981.00	2,295.40	-314.40	-314.40 (-15%)
SUB TOTAL		18,000.00	15,513.73	-2,486.27	9,174.00	12,216.54	-3,042.54	-5,528.81 (-20%)

Summary

NET TOTAL	18,000.00	15,513.73	-2,486.27	9,174.00	12,216.54	-3,042.54	-5,528.81 (-20%)
V.A.T.					785.56		
GROSS TOTAL		15,513.73			13,002.10		