



**Summons to attend meeting of the Property & Environmental Committee
on Tuesday 10th January 2022 at 5:00pm at Carnforth Council Offices**

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 not covered by this Agenda (Clerk to Report)

22107. Climbing Wall: To consider a request from Carnforth Christ Church C of E Primary School to mount a climbing wall to Carnforth Civic Hall (See letter attached)

22108. Committee Budget: To consider committee expenditure and monitoring as at 31st December 2022 (See Agenda Pack)

22109. Policies: To consider for recommendation to Carnforth Town Council the following policies:

- 1) Sustainability Statement and policy (See Agenda Pack)
- 2) Health & Safety Policy (See Agenda Pack)

22110. Environment & Public Realm: To consider:

- 1) Outdoor Maintenance Officer report;

22111. Civic Hall: To consider property / operational updates

22112. Crag Bank Village Hall: To consider property / operational updates

22113. Highfield Allotments: To consider updates

22114. Date & Time of next meeting: To consider date and time of next meeting – Tuesday 7th February 2022 at 5:00pm

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Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Town Clerk & Responsible Financial Officer

02 January 2023

Tel: 07828 254 149

Email: clerk@carnforthtowncouncil.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.

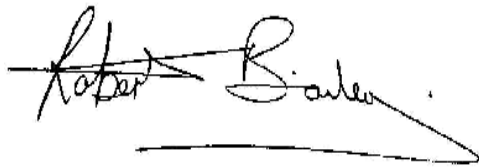
The Town Clerk has provided the evidence requested by the land registry on the dissolution of the Crag Bank Committee and Trustees and the transfer to the Council to safeguard the long-term future of this community asset. Final and formal confirmation of the transfer of the property and land is awaited.

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



Carnforth Christ Church C of E Primary School

North Road • Carnforth • Lancashire • LA5 9LJ

T: 01524 732536

E: head@christchurch-carnforth.lancs.sch.uk

W: www.christchurch-carnforth.lancs.sch.uk



Headteacher: Mrs. Catherine Prince

Dear Mr Chris Smith,

My name is Niall McDonald and I am a class teacher and the PE lead at Carnforth Christ Church Primary School. You might recognise my face after your numerous visits to the school! I am writing to you to ask for your approval to mount traverse wall holds to the wall that runs along a side of the school playground and the Civic Hall.

During school council meetings, the idea has been repeatedly suggested by many children to invest in a climbing wall. As the PE lead, I have thought about how exciting it would be for children to be able to access a climbing wall at school. They can then use the equipment at their leisure during play times and it can even be part of lessons. This would build resilience, coordination and strength among many other skills for children as they grow at Christ Church.

The reason I am asking is because the cost of a free-standing traverse wall is more than double the cost. This is an area where the school, like many others, have had to be majorly aware of when spending and saving costs. In conclusion, an idea to use mounted holds along the boundary wall would be a worthwhile solution. Christ Church school aims to be vibrant, stimulating and caring and an eye-catching, engaging piece of play equipment that encourages physical activity and develops social skills would be a wonderful addition to the school grounds for the children. Therefore, please would you agree that the school has permission to nail wall mount holds to the boundary wall at no expense or inconvenience to the Civic Hall and its users?

I hope this letter is sufficient and helps you agree with the school's plans. I look forward to hearing from you.

Yours sincerely

Mr Niall McDonald



Christ Church C of E Primary School is a vibrant, stimulating and caring educational community which exists to celebrate the uniqueness of every person, made as they are in the image and likeness of God.

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	944.82	1,555.18	1,555.18 (62%)
90	Alexandra Park				100.00	100.00		(0%)
106	Assets		45.00	45.00	3,000.00	2,074.43	925.57	970.57 (32%)
SUB TOTAL		500.00	45.00	-455.00	6,100.00	3,269.23	2,830.77	2,375.77 (36%)

Summary

NET TOTAL	500.00	45.00	-455.00	6,100.00	3,269.23	2,830.77	2,375.77 (36%)
V.A.T.					592.78		
GROSS TOTAL		45.00			3,862.01		

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



Health & safety policy

POLICY REVIEW	
Signed	(having been approved by the council)
Minute reference	
Date ratified	
Date of next review	

1 Purpose of this policy

1.1 The purpose of this policy is to:

- 1) minimise and manage health and safety risks in the workplace
- 2) provide clear instruction and adequate training to ensure employees are competent to do their work
- 3) consult employees on matters affecting their health and safety and ensure safe handling and use of equipment and substances
- 4) detail emergency procedures, including evacuation in case of fire or other significant incident and
- 5) detail policy and procedure in case of pandemic.

2 Responsibilities and duties

2.1 Overall responsibility for health and safety lies with Carnforth Town Council. Day-to-day responsibility for ensuring this policy is put into practice lies with the Town Clerk. However, all employees are responsible for ensuring this policy is observed.

3 Council's duties to employees

3.1 The general duty of Carnforth Town Council (the employer) shall be that stated in *Section 2(1) of the Health and Safety at Work etc. Act 1974*, that is 'to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees', in particular:

- 1) *the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;*
- 2) *arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;*

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- 3) *the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees;*
- 4) *so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;*
- 5) *the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.*

Health and Safety at Work etc. Act 1974, Section 2(2)

4 Council's duties to non-employees (including contractors and councillors)

4.1 The general duties of Carnforth Town Council (the employer) shall be the following:

- 1) *It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not exposed to risks to their health or safety;*
- 2) *In such cases as may be prescribed, it shall be the duty of every employer in the prescribed circumstances and in the prescribed manner, to give to persons (not being his employees) who may be affected by the way in which he conducts his undertaking the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health or safety.*

Health and Safety at Work etc. Act 1974, Section 3

4.2 Considering this, Carnforth Town Council will:

- 1) inform contractors and councillors of its Health and Safety Policy and;
- 2) display the Health and Safety Law poster, as required by The Health and Safety Information for Employees Regulations 1989, Section 4.

4.3 In addition, Carnforth Town Council will endeavour to ensure contractors and councillors do not expose employees to risks to their health and safety. As such, Carnforth Town Council will ensure independent contractors are competent to undertake the work and request that they have public liability insurance cover.

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5 The Town Clerk

5.1 The Town Clerk will:

- 1) ensure all employees have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely;
- 2) ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage;
- 3) encourage all staff to set a high standard of health and safety management and;
- 4) ensure all contractors comply with the necessary health and safety standards and request a copy of their public liability insurance cover

6 Employees

6.1 All employees are required to:

- 1) *take reasonable care for the health and safety of themselves and of other persons who may be affected by his/her acts or omissions at work; and;*
- 2) *as regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory provisions, to co-operate so far as is necessary to enable any duty or requirement imposed on the employer, to be performed or complied with.*

Health and Safety at Work etc. Act 1974, Section 7

6.2 Considering this, all employees agree to abide by this *Health and Safety Policy* whilst working.

7 Risk assessment

7.1 To abide by *Section 3 of the Health and Safety at Work Regulations 1999*, the Town Clerk will conduct an annual risk assessment of all its activities. This will follow the Health and Safety Executive's five steps to control health and safety risks, that is:

- 1) identify hazards;
- 2) assess the risks;
- 3) control the risks;
- 4) record findings;
- 5) review the controls.

7.2 The Health and Safety Risk Assessment will be conducted annually or more often if necessary.

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- 7.3 In line with *Section 7 of the Health and Safety at Work Regulations 1999*, Carnforth Town Council will appoint the Town Clerk to assist in undertaking the necessary measures to comply with statutory requirements. The council shall ensure the time available for the Town Clerk to fulfil their functions and the means at their disposal are adequate with regard to the size of the undertaking, the risks to which employees are exposed and the distribution of those risks throughout the undertaking.

8 COSHH (Control of Substances Hazardous to Health)

- 8.1 Carnforth Town Council will do the following to reduce the risk of injury from hazardous substances:
- 1) provide adequate Personal Protective Equipment, e.g. gloves for cleaning staff (see *The Personal Protective Equipment at Work Regulations 1992*);
 - 2) keep hazardous substances in a locked place, e.g. cleaning cupboard;
 - 3) ensure employees in regular contact with hazardous substances have the necessary training to handle them;
 - 4) ensure adequate measures are in place to deal with accidents, e.g. First Aid box;
 - 5) ensure the Health and Safety Risk Assessment recognises the risks of handling hazardous substances and makes adequate provision and;
 - 6) keep a file of COSHH safety data sheets in a location accessible to employees in regular contact with hazardous substances.

9 Display Screen Equipment

- 9.1 The *Health and Safety (Display Screen Equipment) Regulations 1992* applies to workers who use Display Screen Equipment daily, for an hour or more at a time. The regulations do not apply to workers who use Display Screen Equipment infrequently or only use it for a short time.
- 9.2 Carnforth Town Council will:
- 1) address the use of Display Screen Equipment in its Health and Safety Risk Assessment;
 - 2) encourage employees to reduce the risks associated with using Display Screen Equipment, e.g. taking regular breaks and;
 - 3) provide an eye test if an employee asks for one.
- 9.3 Full details can be found in the guidance published by the Health and Safety Executive.

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10 Employers' liability insurance

- 10.1 Local councils are required by law to insure against liability for injury or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969. Full details can be found published by the Health and Safety Executive.

11 Fire safety

- 11.1 Carnforth Town Council carry out a fire safety risk assessment as part of its overall Health and Safety Risk Assessment. Based on the findings of the assessment, the council will ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.
- 11.2 In particular, the council will:
- 1) keep sources of ignition and flammable substances apart;
 - 2) avoid accidental fires, e.g. make sure heaters cannot be knocked over;
 - 3) ensure good housekeeping at all times, e.g. avoid build-up of rubbish that could burn;
 - 4) consider how to detect fires and how to warn people quickly if they start, e.g. installing smoke alarms and fire alarms or bells;
 - 5) have the correct fire-fighting equipment for putting a fire out quickly;
 - 6) keep fire exits and escape routes clearly marked and unobstructed at all times;
 - 7) ensure employees receive appropriate training on procedures they need to follow, including fire drills and;
 - 8) arrange for a regular inspection of all fire safety equipment by a qualified engineer.

12 First-aid

- 12.1 In line with *The Health and Safety (First-Aid) Regulations 1981*, Carnforth Town Council will ensure there is a first-aid box(es) located at Carnforth Civic Hall; Crag Bank Village Hall and Carnforth Council Offices. The Town Clerk will ensure the boxes are adequately supplied.
- 12.2 The Town Clerk will keep a record of accidents and occasions first-aid has been given.
- 12.3 Full details can be found published by the Health and Safety Executive.

13 Manual handling

- 13.1 Legislation around manual handling is covered under *The Manual Handling Operations Regulation 1992*. Full details can be found published by the Health and Safety Executive.