



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 July 2022 at 5:30pm at Carnforth Council Offices**

A G E N D A

- 22044. Apologies:** To receive apologies
- 22045. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22046. Urgent Business:** To consider any items of urgent business not on the agenda
- 22047. Minutes:** To consider and approve Minutes of meeting held on Tuesday 7th June 2022
- 22048. Environment & Public Realm:** To consider report of Outdoor Maintenance Officer and any other updates
- 22049. Crag Bank Village Hall:** To consider property / operational updates
- 22050. Civic Hall:** To consider property / operational updates
- 22051. Carnforth Allotments:** To consider an update on allotment matters and administrative support and actions (Councillors Branyon & Gardner to Report)
- 22052. Date & Time of next meeting:** To consider date and time of next meeting – Tuesday 2nd August 2022 at 5:30pm

Clerk & Proper Officer

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03 July 2022

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PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 7th June 2022 at 5:30pm

Present: Councillors Bromilow (Chair); Branyan and Gardner

In attendance: Bob Bailey, Proper Officer, Rik Marsden, Facilities Manager, Terry Allum, Outdoor Maintenance Officer

22035 Apologies: Apologies were received from Councillors Parker, Turner and Watson.

22036 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

22037 Urgent Business: The following matters were considered:

- 1) **Chair/Deputy Chair:** Councillors considered the appointment of Chair and Deputy Chair for the Municipal year 2022/23. **It was RESOLVED that Councillor Gardner be elected Chair and Councillor Branyan. Deputy Chair.** Councillor Gardner then took the Chair for the remainder of the meeting.
- 2) **Purchase/lease of a Council van:** The Proper Officer reported that the successful Carnforth Big Jubilee Weekend had highlighted the benefit of having use of a transit van. Given the changing nature of Council activities arising from: Council events; management of two community halls and the day-to-day outdoor maintenance work, Councillors were asked to consider whether the purchase/lease of a Carnforth Town Council transit van or similar vehicle would be a worthwhile acquisition. After some debate, Councillors supported the acquisition of a Council vehicle in principle and it was **RESOLVED that the Proper Officer and Outdoor Maintenance Officer research options and that any proposal be considered by Finance & Governance Committee.**

22038 Minutes: The Minutes of the meeting held on 5th April 2022 were accepted as written but could not be formally RESOLVED since there were not enough Councillors present who had also attended that meeting. The scheduled meeting in May was cancelled as it was not quorate.

22039 Environment & Public Realm: The Outdoor Maintenance Officer reported on the following matters:

- 1) New flowers were planted in beds around the War Memorial Gardens and weeds removed prior to the Carnforth Big Jubilee Weekend. Councillors Grisenthwaite, and Stretch, the Proper Officer and volunteers were thanked for their assistance;
- 2) The loose slab in the War Memorial Gardens has been replaced by a inspection cover that can be removed to accommodate the Christmas tree. Another slab on the pavement needs to be reported to Lancashire County Council;

- 3) No detailed action has yet been taken relating to locating self-watering planters around the town or lockable storage at Crag Bank Village Hall.

22040 **Crag Bank Village Hall:** The following matters were considered:

- 1) **Maintenance:** As requested, at the April meeting of the committee, the Proper Officer had obtained a quotation for Quooker tap for consideration in addition to the quotation already provided to supply and fit a new hydro boiler water heater.

ACTION: Finance & Governance committee be asked consider each quotation before a recommendation is made to full Council.

It was also reported that an enquiry had been made by the Crag Bank Under 5's to replace the heaters in the Pre School room, one of which no longer works. The committee determined that the heating of this room should be prioritised ahead of any wider scheme for heating the whole building. **ACTION: Proper Officer to research suitable heating arrangements and report back to committee.**

It was reported that no further action has yet been taken to find contractors able to paint white lines on the Village Hall Car Park.

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

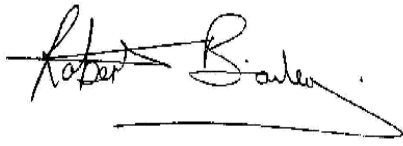
22041 **Civic Hall:** The Facilities Manager reported on a large Carnforth Town Council crest and documentation that had recently come into the Council's possession having been preserved for many years by a former patron of the town. Permission was requested that the items be restored for subsequent relocation in a Council venue.

The Facilities Manager then commented on the research he had recently undertaken which had identified the names of residents who had contributed towards the cost of purchasing the War Memorial which was first unveiled on 9th November 1924. Their followed a discussion and it was then **RESOLVED that the Facilities Manager be given approval to restore the former Carnforth Town Council crest and supporting documentation and that Carnforth Town Council gives further consideration to a celebration marking 100 years of the War Memorial in Carnforth. in November 2024**

22042 **Carnforth Allotments:** There was a discussion about issues that had arisen in recent weeks and a subsequent request that Carnforth Town Council intervenes and provides administrative support going forward.

The Proper Officer advised on discussions in June 2021 that resulted in a new agreement between Carnforth Town Council and the allotments association being signed. A risk assessment was drawn up at the same time. **ACTION: Councillors Branyan and Gardner to arrange an urgent meeting with Carnforth Allotments Association with a view to determining what support Carnforth Town Council is able to offer.**

22043 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 5th July 2022 at 5:30pm.** The meeting closed at 6:30pm

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.

Clerk and Proper Officer