



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of the Property & Environmental Committee
on Tuesday 3rd May 2022 at 5:30pm at Carnforth Council Offices**

A G E N D A

- 22035. Apologies:** To receive apologies
- 22036. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22037. Urgent Business:** To consider any items of urgent business not on the agenda
- 22038. Minutes:** To consider and approve Minutes of meeting held on Tuesday 5th April 2022
- 22039. Environment & Public Realm:** To consider report of Outdoor Maintenance Officer and any other updates
- 22040. Crag Bank Village Hall:** To consider property / operational updates
- 22041. Civic Hall:** To consider property / operational updates
- 22042. Carnforth Allotments:** To consider recent events and administrative support
- 22043. Date & Time of next meeting:** To consider date and time of next meeting – Tuesday 7th June 2022 at 5:30pm

Clerk & Proper Officer

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29 April 2022

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PROPERTY & ENVIRONMENT COMMITTEE

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

Present: Councillors Bromilow (Chair); Parker and Watson

In attendance: Bob Bailey, Proper Officer and Rik Marsden, Facilities Manager

22027 Apologies: Apologies were received from Councillor Turner and Terry Allum, Outdoor Maintenance Officer.

22028 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

22029 Urgent Business: Councillors congratulated Councillor Watson and the Friends of Crag Bank Play Area for delivering a great space for all the family to enjoy. The Play Area was officially opened on Saturday 2nd April attended by around two hundred residents and children.

22030 Minutes: The Clerk & Proper Officer provided a short update on actions agreed at the last meeting and it was **RESOLVED that the Minutes of the meeting held on Monday 1st March 2022 be approved**

22031 Environment & Public Realm: The Outdoor Maintenance Officer sent a written report setting out the following matters:

- 1) The bench on Scotland Road adjacent to Aldi is now in situ;
- 2) Summer planting will be ordered soon;
- 3) The flower bed around the Pat Woof memorial has been planted with roses with more bulbs to follow later in the year;
- 4) PROW's have been inspected and two stiles are in need of replacement - Hodgson's Bridge and North Road;
- 5) A possible six locations have been identified for self-watering planters and the Outdoor Maintenance Officer has requested lockable storage to be located in the Crag Bank Village Hall Car Park to keep tools and equipment.

It was **RESOLVED that the updates be noted and that actions relating to the PROW's, self-watering planters and lockable storage be considered in detail at the Committee meeting in May.**

22032 Crag Bank Village Hall: The following matters were considered:

- 1) **Security Light & Car Park** The Proper Officer reported on concerns that had been raised by residents with the security light recently installed in the car park. The Proper Officer has visited residents and assured them that the issues raised will be resolved in due course and the Outdoor Maintenance Officer is currently working on a solution and keeping residents informed. Residents have appreciated staff speaking with them directly and Councillors thanked staff for taking the initiative to do this.

The Private Car Park signs at Crag Bank Village Hall have been removed as requested. It was commented whether any further consideration had been given to having white lines painted on the Village Hall car park for vehicle parking. **ACTION: Proper Officer to research suitable companies to paint white lines for vehicle spaces and report back.**

Maintenance: A quotation has been provided to supply and fit a new zip hydro boiler water heater. Councillor Watson suggested getting a quotation for a Quooker Tap that dispenses boiling, filtered and cold water from a tank located under the sink.

ACTION: Proper Officer to obtain a quotation from Quooker and report to Councillor Watson for further consideration

The Facilities Manager has painted the entrance hall making it much more welcoming for visitors and has carried out some general repairs.

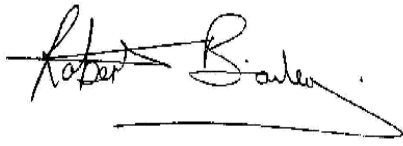
Storage & Equipment: Further improvements have been made to the storage of equipment, tables and chairs that have been met favourably with all users and the new solution appears to be working well. Ten new folding tables, a badminton net and five-a-side football nets have recently been added to the existing equipment that will accommodate new user groups and a range of events and activities at the Village Hall.

- 2) **Operational Matters:** The Proper Officer reported that in the financial year ended 31st March 2022, £16,187 of capital works had been invested in Crag Bank Village Hall. Councillors acknowledged that this represents a significant commitment by Carnforth Town Council in providing a viable and fully functional community facility for the local community and that the investment has secured the buildings long-term future. The Proper Officer advised that the capital works had been achieved within the balances received when the Council took on the stewardship of the building as instructed by the Council. There followed a general discussion about income and running costs for the building. **ACTION: Proper Officer to provide a monthly report on bookings and a full report on receipts and payments to 31st March 2022 for both Crag Bank Village Hall and Carnforth Civic Hall**

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

- 22033 Civic Hall:** It was confirmed that Mars Limited have advised that the Town Council can dispose of the drinks machine. Facilities Manager has undertaken to paint the ceiling in the hall in the coming weeks. It was then **RESOLVED that the updates be noted and that the Facilities Manager makes necessary arrangements to dispose of the drinks machine.**

22034 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 3rd May 2022 at 5:30pm.** The meeting closed at 6:10pm

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

Clerk and Proper Officer