



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of the Property & Environmental Committee
on Tuesday 1st November 2022 at 5:00pm at Carnforth Council Offices**

A G E N D A

- 22091. Apologies:** To receive apologies
- 22092. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22093. Urgent Business:** To consider any items of urgent business not on the agenda
- 22094. Minutes:** To consider and approve Minutes of meeting held on Tuesday 11th October 2022
- 22095. Actions & Updates:** To consider any actions and updates from the previous Minutes
- 22096. Committee Budget:** To consider committee expenditure and monitoring as at 28th October 2022
- 22097. Environment & Public Realm:** To consider appointment of Outdoor Maintenance Officer and any other updates
- 22098. Civic Hall:** To consider property / operational updates
- 22099. Crag Bank Village Hall:** To consider property / operational updates
- 22100. Highfield Allotments:** To consider any updates
- 22101. Date & Time of next meeting:** To consider date and time of next meeting – Tuesday 5th December 2022 at 5:00pm

Clerk & Proper Officer

Tel: 07828 254 149

28 October 2022

Email: clerk@carnforthtowncouncil.org

PROPERTY & ENVIRONMENT COMMITTEE

Minutes of the meeting held on Tuesday 11th October 2022 at 5:00pm

Present: Councillors Gardner (Chair); Grisenthwaite and Parker

In attendance: Bob Bailey, Town Clerk & RFO, Rik Marsden, Facilities Manager

- 22079 Apologies:** Apologies were received from Councillor's Bromilow, Turner and Watson and Terry Allum Outdoor Maintenance Officer
- 22080 Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.
- 22081 Urgent Business:** The Town Clerk reported that there had been two applications for the Outdoor Maintenance Officer post and arrangements will be made for interviews to be held. It was confirmed that Terry Allum will leave on 31st October but is happy to help with any handover arrangements after that date if necessary.
- 22082 Minutes:** Councillor Gardner asked questions and requested updates on matters relating to the Minutes, it was then **RESOLVED that Minutes of meeting held on Tuesday 6th September be approved.**
- 22083 Actions & Updates:** The Town Clerk reported that the design for the artwork on the proposed purchase of a Carnforth Town Council Gazebo had been completed and an order ready to be placed subject to the recommendation of this committee being approved by the Town Council
- No action has been taken to form a Working Group to consider options and make recommendations for improvements to the War Memorial Gardens as there was no meeting of Carnforth Town Council in September for approval of the proposed Working Group to be considered.
- After some discussion, it was **RESOLVED that the update on the proposed Gazebo be noted and that a Carnforth Town Council be asked to approve the appointment of a War Memorial Gardens Working Group to include Councillors Gardner, Grisenthwaite and Parker supported by Council staff as necessary.**
- 22084 Committee Budget:** The Town Clerk presented a Summary Report and payments list of the Committee's budget position as at 30th September 2022. 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 30th September 2022 be noted.**

22085 Environment & Public Realm: It was reported that the Outdoor Maintenance Officer is planning to install the kissing gates before his resignation on 31st October. Installation of the fingerposts on public rights of ways will have to be arranged with his successor.

Work has commenced on replacing the shale in front of Crag Bank Village Hall with a lawn. The displaced shale will be used to dampen down weeds on the path adjacent to the Cricket Club. It was then **RESOLVED that the update on environmental and public realm matters be noted.**

22086 Civic Hall: Warm and Welcoming Places: The Town Clerk reported that no further details have as yet been received on the emerging initiative for buildings to be used as '*warm and welcoming places*'. There followed a discussion about the potential use of Carnforth Civic Hall as a safe place for anyone to visit to stay warm during the Winter and the related resource implications to make this happen and what funding and support will be available from Lancaster City or Lancashire County Council's. **ACTION: City Council and County Councillor representatives be asked to provide an urgent update on the plans for a Warm and Welcoming Places initiative.**

The Facilities Manager reported that ceiling joists/beams are in a poor state in the 'rifle range' based in the cellar of the building. **ACTION: Arrangements be made for a structural engineer to carry out an assessment**

It was then **RESOLVED that the updates be noted and that progress on actions be reported back in due course**

22087 Crag Bank Village Hall: It was reported that a new water-boiler had now been installed in the kitchen and the Facilities Manager has carried out a number of general repairs and maintenance. There have been recent occasions where the floodlight fixed on the container in the car park has been moved without authority. **ACTION: Facilities Manager to seek advice and quotation(s) for the installation of bulk lights to be fixed around the car park wall.**

The Town Clerk and Facilities Manager reported that users over the last two weekends have used tables and chairs from the storage area upstairs and had not returned them at the end of their booking as required in the terms and conditions of hire. It was also noted that this practice also presents a health and safety risk.

In addition, there have been complaints from residents about vehicles parking on either side of Jesson Way causing a hazard and restricting accessibility for large or emergency vehicles. **ACTION: Users to be reminded of their responsibilities and, when making a booking, to indicate the number of tables and chairs that will be required. Town Clerk to source road cones to be placed on Jesson Way to restrict parking outside the immediate area of the building for large events.**

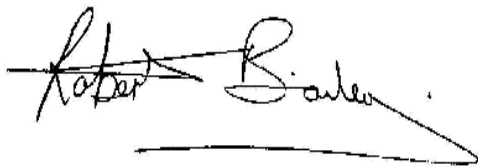
It was then **RESOLVED that the updates be noted and that progress on actions be reported back in due course.**

22088 **Exclusion of Press & Public:** **Exclusion of Press & Public:** The Committee o approve exclusion of press and public for agenda item 21127 as defined in Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended)

22089 **Highfield Allotments:** The Committee considered recent Minutes of the Carnforth allotment Association which included a suggested rent per m2 and a proposed consultation with plot holders before invoices are sent out next February. There followed a discussion about the future governance and management of the Highfield Allotments and, going forward, the relationship between Carnforth Town Council and the Carnforth Allotments Association.

It was then **RESOLVED that a meeting be held with representatives from Carnforth Allotments Association with a view to planning actions to resolve ongoing issues and move forward positively with the management and governance of Highfield Allotments.**

22090 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 1st November 2022 at 5:00pm.** The meeting closed at 6:15pm

A handwritten signature in black ink, appearing to read 'Robert Bowler', with a long horizontal line extending from the end of the signature.

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		500.00	(0%)
61	Grounds Maintenance				2,500.00	865.17	1,634.83	1,634.83 (65%)
90	Alexandra Park				100.00	100.00		(0%)
106	Assets		45.00	45.00	3,000.00	1,501.63	1,498.37	1,543.37 (51%)
121	PROW					149.98	-149.98	-149.98 (N/A)
SUB TOTAL		500.00	45.00	-455.00	6,100.00	2,616.78	3,483.22	3,028.22 (45%)

Summary

NET TOTAL	500.00	45.00	-455.00	6,100.00	2,616.78	3,483.22	3,028.22 (45%)
V.A.T.					462.28		
GROSS TOTAL		45.00			3,079.06		