



**Summons to attend meeting of the Property & Environmental Committee
on Tuesday 11th October 2022 at 5:00pm at Carnforth Council Offices**

- 22079. Apologies:** To receive apologies
- 22080. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22081. Urgent Business:** To consider any items of urgent business not on the agenda
- 22082. Minutes:** To consider and approve Minutes of meeting held on Tuesday 6th September 2022
- 22083. Actions & Updates:** To consider any actions and updates from the previous Minutes
- 22084. Committee Budget:** To consider committee expenditure and monitoring as at 30th September 2022
- 22085. Environment & Public Realm:** To consider report of Outdoor Maintenance Officer and any other updates
- 22086. Civic Hall:** To consider property / operational updates
- 22087. Crag Bank Village Hall:** To consider property / operational updates
- 22088. Exclusion of Press & Public:** **Exclusion of Press & Public:** To 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:** To consider an draft Minutes and proposed rents charges - Carnforth Allotment Association - and Councillor Grisenthwaite's report
- 22090. Date & Time of next meeting:** To consider date and time of next meeting – Tuesday 1st November 2022 at 5:00pm

Email: clerk@carncorhtowncouncil.org

PROPERTY & ENVIRONMENT COMMITTEE

Minutes of the meeting held on Tuesday 6th September 2022 at 5:00pm

Present: Councillors Gardner (Chair); Bromilow; Grisenthwaite, Parker and Smith

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

- 22066** **Apologies:** Apologies were received from Councillor's Turner and Watson and Terry Allum Outdoor Maintenance Officer
- 22067** **Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.
- 22068** **Urgent Business:** There were no matters of urgent business.
- 22069** **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 2nd August be approved.** In a subsequent discussion regarding plans for the War Memorial and Gardens it was **RESOLVED that a Working Group be established to develop options and a costed plan for improvement ahead of the centenary of the opening of the War Memorial and Gardens in 1924.**
- 22070** **Committee Budget:** The Town Clerk presented a Summary report of the Committee's budget position as at 31st August 2022. It was reported that at the end of August (Month 5), 65% (£1,638) remained of the allocated budget for Grounds Maintenance and 50% (£1,513) of the Assets budget, including £830 (excluding VAT) on the recently commissioned survey of the Highfield Allotments. After some comments, it was **RESOLVED that the Committee budget as at 31st August 2022 be noted.**
- 22071** **Environment & Public Realm:** The Outdoor Maintenance Officer is planning to install kissing gates and fingerposts on public rights of way. Councillor Watkins will identify where these are to be located and Councillor Turner will assist the Outdoor Maintenance Officer with the installation. The Outdoor Maintenance Officer had provided the cost of replacing the troublesome shale on the footpath in front of Crag Bank Village Hall with turf and had suggested that the removed shale be re-used to dampen down weeds on the path adjacent to the Cricket Club.
- After some comments, it was **RESOLVED that the update on environmental and public realm matters be noted and that the Outdoor Maintenance be asked to turf the area in front of Crag Bank Village Hall and that the share be relocated to Footpath 25.**
- 22072** **Civic Hall: Warm Places:** The Town Clerk reported that both Lancaster City Council and Lancashire County Council are now gathering information on what premises might be considered as '*warm and welcoming places*'. As previously agreed details of Carnforth Civic Hall will be provided for consideration.

Notwithstanding this initiative, the Facilities Manager raised concerns about potential power outages during the Winter months due to the current energy crisis and asked whether, under these circumstances, and given that the Civic Hall has its own emergency generators, it could be open to the public for refuge and refreshment in any event. There followed a discussion around funding, collaboration with other Council's and groups and practical arrangements and it was acknowledged that the situation may change if/when the Government announce any support packages in the coming weeks.

The public address system at the Civic Hall is no longer of any viable use and permission was sought to dispose of this and seek to replace with a more modern system.

The Facilities Manager was congratulated for his work on restoring the 'Carnforth crest' which is now on display in the Civic Hall.

It was then RESOLVED that Carnforth Town Council be recommended to support the proposal that Carnforth Civic Hall be considered as part of the *Warm and Welcoming Places* initiative and that, should the need arise, the Hall be made available during power outages.

It was also further RESOLVED that permission be granted to dispose of and replace the existing public address system.

22073 **Crag Bank Village Hall:** It was reported that a pipe to the water-boiler in the kitchen had leaked, flooding the kitchen floor and resulting in some booking cancellations, The pipe was subsequently blanked off and approved plans to replace the boiler and associated pipework will be carried out in the next few days.

It was then RESOLVED that the update be noted and the Town Clerk and Facilities Manager be thanked for their quick action .

22074 **Carnforth Allotments:** Councillor Gardner reported on the plans received from the land surveyors commissioned by the Council setting out the size and shape of individual plots. Councillors were advised that a meeting of the Allotments Committee has been arranged to discuss the plans, allotment rents and their annual accounts etc.

There followed a lengthy discussion on current governance, management structure and operational arrangements and related solutions to the risks and problems raised by the Allotments Committee, allotment holders and the Town Council in recent months.

It was then RESOLVED that the survey be given further consideration and recommendations made on the way forward for discussion and agreement with the Highfield Allotments Management Committee and Carnforth Town Council

22075 Market Street Clock: There was a suggestion that the clock be removed for repair and subsequently refitted elsewhere. There followed a further discussion on the current location and ownership and legal responsibility.

It was then **RESOLVED that before any action in relation to the Market Street clock is taken, the Finance and Governance Committee be asked to seek tenders for the appointment of a solicitor for all Council business.**

22076 Defibrillators: The Town Clerk reported that following the resignation of Councillor Branyan there needs to be a replacement to take on the new role of monitoring and reporting checks on the defibrillator at Gummers Howe. The one at Crag Bank Village Hall is already monitored by a volunteer.

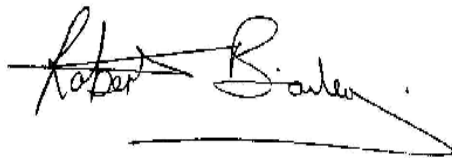
Councillor Bromilow kindly offered to carry out the checks at Gummers Howe subject to training being given.

It was **then RESOLVED that North West Ambulance Service be advised of the change and suitable training be provided for Councillor Bromilow**

22077 Gazebo: The Town Clerk provided a report on quotations received from three companies for a 3m x 3m gazebo with the Carnforth Town Council logo and associated accessories (bag and weights).

After some comments it was **RESOLVED that Instant Promotion be recommended as the Council's preferred supplier of a gazebo to include the printed name of Carnforth Town Council and its logo and required accessories.**

22078 Date of next meeting: The next meeting of the Property & Environment Committee will be on **Tuesday 4th October 2022 at 5:00pm.** The meeting closed at 6:20pm

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

Town Clerk and Responsible Finance Office

Carnforth Allotment Association

Draft Meeting Minutes

23rd September 2022, 6.30pm

In attendance:

Steph Kilgallon (Chair), Russell Simpson (Treasurer), Jamie Robb, Laura Lupton (Secretary), Paul Simpson (Vice Chair)

Apologies:

Graham Rich, Sue Kilgallon

1. New Site Map

- The new Site map (commissioned by Carnforth Town Council) was shown in large format. All in attendance agreed that it was a very successful exercise and will be very useful for boundaries and plot sizes.

2. Site Fee's Past/Present/Future

- All in attendance reviewed a copy of the tenant list, past rents paid, plot sizes in m² and possible future rents based on these plot sizes in m² (please see the excel file 'Plot Sizes m2').
- Thinking about raising prices PS asked the committee to consider the fact that there are no amenities on site.

- SK said that she will contact LCC and ask if the allotment holders could use the Community Hall – toilets/kettle/lounge.
- SK stated that she thought 30p per m² seemed like a sensible compromise moving forwards and would give us money to have in reserve to make the site accessible to an ageing demographic.
- Looking at the spreadsheet the Committee were in agreement with the 30p per m² proposition made by SK.
- PS made the point that some tenants may find rent difficult to pay in this financial climate – it was agreed that if any tenant came to the treasurer and asked to pay in instalments, we would do our best to accommodate.
- We looked at the amount the tenants should pay towards the years insurance. This has historically been a nominal £5 per person, PS put forward the idea of splitting the total insurance cost equally between all plot holders, this would lower this fee.
- It was raised by LL that any plot holder may propose decreasing the size of their plot to lower the rent and it would be considered.
- LL proposed that we need to arrange a consultation period and a meeting for the tenants prior to the rent invoices being sent in February (Payment by the end of March), Carnforth Town Council will need to be represented as outlined in the meeting when we signed our lease.

3. Available plots x4

The Committee looked at the waiting list and jointly decided:

- **Woodland 5** would be allocated to D&M Humpage
- **17a South** would be allocated to C&H Jones
- **11a North** will be offered to Matthew Cresswell when the current tenant has left.
- **4b North** will be offered to Jo Cooper when the current tenant has left.

4. Accounts 2021/2022

- Accounts were reviewed and agreed upon.

5. New Treasurer

- We welcomed RS as the new Treasurer formally.
- We will schedule a meeting with RS to introduce the work involved and pass over the files and necessary materials.

6. Any other Business

- Ann Russell has to access her plot by climbing a fence, it was agreed that we will look into creating a more suitable entrance for her.
- LL proposed that a new entrance to her woodland plot be opened up before the arrival of the new tenant, this was agreed upon.

- SK proposed that we would need a shed to put on the reinstated Committee plot (South 23), this would be for communal use for the whole site.
- JR said he will source a costing for this shed, he suggested 6x4 foot with no windows.
- JR will have some paving slabs he hopes to donate for a base.
- We read through the Risk Assessment written by Steve Watson, entitled 'Carnforth Town Council', we were still happy with the contents but it was raised by LL that Carnforth Town Council has not approved this Risk Assessment. SK would like the Council to provide this Risk Assessment and wanted to know what the next steps could be towards this.
- SK raised the issue of Kyran Ronson's plot and complaints received about the lack of produce and the wild nature, we were in agreement that he should keep well within the boundaries of his plot and will keep a close eye on this.

PLOT	NAME	Plot Size (Measured August 2022)	Fee Paid 2021/22	Cost of Plot 50p per m2	Cost of Plot 40p per m2	Cost of Plot 30p per m2	Cost of Plot 35p per m2	Cost of plot 25p per m2	Cost Of Plot 20p per m2	Cost of Plot 15p per m2
1 North	Bernard Simon	283	35	£141.50	£113.20	£84.90	£99.05	£70.75	£56.60	£42.45
2	Paul and Jenny Simpson	87	20	£43.50	£34.80	£26.10	£30.45	£21.75	£17.40	£13.05
3	Kyran Ronson and D Horrocks	117	20	£58.50	£46.80	£35.10	£40.95	£29.25	£23.40	£17.55
4	Keith Atkinson	133	20 (has made plot smaller for 22/23)	£66.50	£53.20	£39.90	£46.55	£33.25	£26.60	£19.95
4a	Ann Russell	68	20	£34.00	£27.20	£20.40	£23.80	£17.00	£13.60	£10.20
4b	Spare	92	new	£46.00	£36.80	£27.60	£32.20	£23.00	£18.40	£13.80
5	Peter and Heather Bakewell	189	35	£94.50	£75.60	£56.70	£66.15	£47.25	£37.80	£28.35
6	Russell Simpson and Paul Ellison	168	35	£84.00	£67.20	£50.40	£58.80	£42.00	£33.60	£25.20
7	Harvey Haygarth	75	20	£37.50	£30.00	£22.50	£26.25	£18.75	£15.00	£11.25
8	Mike and Cath Palk	92	20	£46.00	£36.80	£27.60	£32.20	£23.00	£18.40	£13.80
9	Elizabeth Withey	81	20	£40.50	£32.40	£24.30	£28.35	£20.25	£16.20	£12.15
10	Ray and Jo Brocklebank	68	20	£34.00	£27.20	£20.40	£23.80	£17.00	£13.60	£10.20
11	Jim Wildman	107	35 (has made plot smaller for 22/23)	£53.50	£42.80	£32.10	£37.45	£26.75	£21.40	£16.05
11a	Spare	99	new	£49.50	£39.60	£29.70	£34.65	£24.75	£19.80	£14.85
12	Paul Brown	70	20	£35.00	£28.00	£21.00	£24.50	£17.50	£14.00	£10.50
13 South	Chris and Hilary Jones	136	20	£68.00	£54.40	£40.80	£47.60	£34.00	£27.20	£20.40
14	Andrew Lothian	64	20	£32.00	£25.60	£19.20	£22.40	£16.00	£12.80	£9.60
15	Steph and Susan Kilgallon	95	20	£47.50	£38.00	£28.50	£33.25	£23.75	£19.00	£14.25
16	Roger and Linda Slater	494	80 (paid 70)	£247.00	£197.60	£148.20	£172.90	£123.50	£98.80	£74.10
17	Barbara Arkwright	52	20 (has made plot smaller for 22/23)	£26.00	£20.80	£15.60	£18.20	£13.00	£10.40	£7.80
17a	Spare	92	new	£46.00	£36.80	£27.60	£32.20	£23.00	£18.40	£13.80
18	Barbara and John Haddow	80	20	£40.00	£32.00	£24.00	£28.00	£20.00	£16.00	£12.00
19	Duncan Penny	63	20	£31.50	£25.20	£18.90	£22.05	£15.75	£12.60	£9.45
20	Sharon Preston	52	20	£26.00	£20.80	£15.60	£18.20	£13.00	£10.40	£7.80
21	Jamie Robb and Graham Rich	82	20	£41.00	£32.80	£24.60	£28.70	£20.50	£16.40	£12.30
22	Janice and Andrew Brown	86	20	£43.00	£34.40	£25.80	£30.10	£21.50	£17.20	£12.90
23	Committee Plot	52	new	£26.00	£20.80	£15.60	£18.20	£13.00	£10.40	£7.80
1 Wood	David Hunter	72	20	£36.00	£28.80	£21.60	£25.20	£18.00	£14.40	£10.80
2	Paul Simpson and Hannah Ellison	43	20	£21.50	£17.20	£12.90	£15.05	£10.75	£8.60	£6.45
3	Laura and Martyn Lupton	186	35	£93.00	£74.40	£55.80	£65.10	£46.50	£37.20	£27.90
4	David and Mandy Humpage	103	20	£51.50	£41.20	£30.90	£36.05	£25.75	£20.60	£15.45
5	Spare	89	15 (should be 20, Harvey had two plots)	£44.50	£35.60	£26.70	£31.15	£22.25	£17.80	£13.35
TOTAL			£690.00	£1,785.00	£1,428.00	£1,071.00	£1,249.50	£892.50	£714.00	£535.50

DRAFT

Carnforth Allotments: A New Approach

Carnforth Town Council recently commissioned a professional survey of the Allotments on the Highfield estate after a number of issues had arisen regarding plot sizes and rental payments.

The Town Council has held the freehold of the allotments since its transfer from Lancaster City Council a decade ago. However, it has not actively managed the site, leaving the administration and day-to-day management in the hands of a volunteer Allotments Committee.

Several problems concerning the tenure of individual plots have drawn the Town Council's attention to the need to clarify the governance and management framework under which the allotments operate. The survey provides the Town Council with a platform to propose changes both to the method by which allotment holders are charged for their plots and also to the way in which the allotments are administered and managed.

In short, it is proposed that:

- The antiquated method of charging rents based on the system where plots are measured in perchs should be replaced by a simple charge for each square metre occupied;
- All rental income should come directly to CTC and be placed in a ring-fenced account;
- A paid, part-time post of administrator/ allotments manager should be established and be line-managed by the Town Clerk;
- CTC's Scribe accounting system should be used to manage allotment accounts, raise invoices, etc.
- The Allotments Committee should be re-constituted as a Friends/ advisory group and asked to identify priorities for improvement/ development of the site.
- CTC should promote and encourage the environmental and economic benefits of growing fruit and vegetables to the residents of Carnforth as a whole and give priority to those local residents who may wish to take up an allotment.

Various other detailed issues including maximum and minimum acceptable sizes of allotments can be worked out later. For the moment, CTC needs to agree a framework for future development based on the key points above. If accepted by CTC, the framework should be consulted on with the present Allotments Committee.

Jim Grisenthwaite

28 September 2022