



# Carnforth Town Council

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**Summons to attend meeting of the Property & Environmental Committee  
on Tuesday 6<sup>th</sup> September 2022 at 5:00pm at Carnforth Council Offices**

## **A G E N D A**

- 22066. Apologies:** To receive apologies
- 22067. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22068. Urgent Business:** To consider any items of urgent business not on the agenda
- 22069. Minutes:** To consider and approve Minutes of meeting held on Tuesday 2<sup>nd</sup> August 2022
- 22070. Committee Budget:** To consider committee expenditure and monitoring
- 22071. Environment & Public Realm:** To consider report of Outdoor Maintenance Officer and any other updates
- 22072. Civic Hall:** To consider property / operational updates
- 22073. Crag Bank Village Hall:** To consider property / operational updates:
- 1) Water leak/replacement water heater
  - 2) Turfing
- 22074. Carnforth Allotments:** To consider an update on allotment matters/dispute and site survey (Councillor Gardner to Report)
- 22075. Market Street, Clock:**
- 22076. Defibrillators:** To consider responsibility for the monitoring and maintenance of defibrillators at Crag Bank Village Hall and Gummers Howe Community Centre
- 22077. Gazebo:** To consider purchasing a gazebo for outdoor events
- 22078. Date & Time of next meeting:** To consider date and time of next meeting – Tuesday 4<sup>th</sup> October 2022 at 5:00pm

**Clerk & Proper Officer**

**Tel: 07828 254 149**

**31 August 2022**

**Email: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org)**

# PROPERTY & ENVIRONMENT COMMITTEE

Minutes of the meeting held on Tuesday 2<sup>nd</sup> August 2022 at 5:30pm

**Present:** Councillors Branyan (Chair); Bromilow; Parker and Smith

**In attendance:** Bob Bailey, Town Clerk & RFO, Rik Marsden, Facilities Manager, Terry Allum, Outdoor Maintenance Officer

**22053 Apologies:** Apologies were received from Councillors Gardner and Watson

**22054 Declaration on interests and dispensations:** There were no declarations of interest or dispensations on items on the agenda.

**22055 Urgent Business:** The following matters were considered:

- 1) **Warm Places:** The Town Clerk reported that Lancaster City Council is gathering information on what premises might be considered as 'warm space' within the Lancaster District.

The scheme acknowledges that people already in poverty face unprecedented pressures caused by the cost-of-living crisis and the likelihood that this winter, despite the support given by Government, many people will be forced to make tough decisions about when and what they eat and when they can afford to heat their home.

The intention is create a directory of all the places available to residents across the public, private, health and voluntary sectors so that anyone who is the cold knows where they can go to get warm, stay warm and enjoy a little company and some hot refreshments.

Carnforth Town Council have been asked complete a short questionnaire about the facilities available at Carnforth Civic Hall, completion of which does not commit the Council to the scheme or guarantee that the Civic Hall will be used as a designated warm space.

The Town Clerk reported that a representative from the Connecting Communities team has requested attendance at the next meeting of Carnforth Town Council to answer questions on the Warm Spaces scheme and to see whether there are other matters that the team could support Carnforth Town Council with, working in partnership with Lancaster City Council and other partners.

After some discussion, it was **RESOLVED that the Town Clerk completes and returns the questionnaire in the first instance and that in September, Carnforth Town Council be given an opportunity to hear more about the scheme and the wider work of the Connecting Communities team.**

- 2) **Market Street Clock:** The Town Clerk confirmed that no legal documentation had been found which establishes that Carnforth Town Council took ownership of the clock at The Sizzle Inn, at some point in the 1990's as has been suggested. There followed a discussion on whether Carnforth Town Council should register ownership of the clock and, commit to paying for the essential repairs.

Notwithstanding this, the Town Clerk questioned whether any accident relating to the clock could result in any health and safety or reputational risks for the Council.

It was then **RESOLVED that options around the ownership, repair and maintenance or removal of the clock be presented to Carnforth Town Council in September for decision.**

- 22056 Minutes:** It was **RESOLVED that Minutes of meeting held on Tuesday 5<sup>th</sup> July 2022 be approved.**

- 22057 Committee Budget:** As requested the Town Clerk presented a Summary report of the budget headings managed by the Property & Environment Committee, principally being Grounds Maintenance (Budget £2,500) and Assets (Budget £3,000). It was reported that at the end of July (Month 4), 68% and 80% of these budgets were unspent.

There were no questions and it was **RESOLVED that the Committee budget as at 31st July 2022 be noted.**

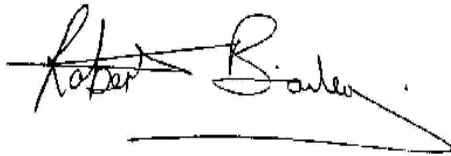
- 22058 Environment & Public Realm:** The Outdoor Maintenance Officer reported on a range of work activities carried out in the last month. It was reported that there had been good feedback from several residents on how well the Council flower boxes around the town are looking. The Committee were informed that the recent assistance by a member of the Chamber of Trade to keep the plants and flowers in the War Memorial Gardens well-watered is working well, although it remains preferable for an outside water tap to be fitted to the adjacent Public Toilets so that water can be directly accessed,

The Town Mayor also reported on work that he has done recently to repair and stain benches in the War Memorial Gardens and his plans to refurbish two in Ashtrees Way and the Age Concern one on Market Street. It is also his intention, as part of the Town Council's 'Take Pride in Your Patch' campaign, to dedicate five hours per week in August to undertaking general grounds maintenance and tidying around the town, commencing with the area around the 'Guardian Owls' at the top of Haws Hill.

The Town Clerk reported that, as instructed by the Finance and Governance Committee, he has now contacted Lancashire County Council's Local Delivery Scheme to opt in to the scheme as well as the new Biodiversity initiative. The Town Council will be awarded a small grant for both schemes. After some comments and observations it was **RESOLVED that the update on environmental and public realm matters be noted.**

- 22059 Civic Hall:** It was reported that the existing 'public address/sound system' had been checked by local engineer and confirmation given that is no longer of any viable use. Detailed advice and quotations of a suitable replacement are awaited and being sought. It was then **RESOLVED that the Town Clerk and Facilities Manager make suitable arrangements for disposal of the existing equipment and present alternative solutions to this Committee in due course.**
- 22060 Crag Bank Village Hall:** The Town Clerk reported that there had been several comments about the state of the 'shale' in front of the Village Hall which regularly requires them needing to be swept off the main path . **ACTION: Town Clerk and Outdoor Maintenance Officer to consider replacing the shale with a suitable alternative and related costs reported.**
- 22061 Carnforth Allotments:** Councillors Branyan provided an update on the latest position. It was reported that the landscape surveyor had been formally appointed following approval by full Council. Arrangements are being made for the independent survey to be carried out on site on 9<sup>th</sup> August, supported by members of the Allotments Association. The Town Clerk advised that it would be beneficial for representatives of the Council to be available if possible since the survey is being carried out on council land. Councillors commented that the independent nature of the survey should help resolve the ongoing dispute with an allotments holder as well as provide some clear and impartial governance going forward. It was then **RESOLVED that the update be noted and that details of the completed survey will be reported in due course.**
- 22062 War Memorial Gardens:** The Town Clerk reported that there had been comments from a member of the Carnforth Chamber of Trade about the War Memorial Gardens and whether the Council had any plans to improve the area. Specifically, comments were made about continuous maintenance of the flower beds, algae on the War Memorial, peeling paint on the railings and uneven and broken flags. Councillors noted that November 2024, will be the 100th anniversary of the unveiling of the War Memorial and, after come comments, it was **RESOLVED that a costed plan for general and long-term improvements to the War Memorial Gardens be drawn up for consideration**
- 22063 Defibrillators:** The Chair reported that he has registered with the North West Ambulance Services (NWAS) and would be taking on the 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. Councillors were informed that the pads for the Gummers Howe defibrillator expire at the end of August and at Crag Bank at the end of September. As approved by full Council the costs of replacing these will now be met by the Town Council. It was **then RESOLVED that the update be noted.**

- 22064** **Gazebo:** The Town Clerk reported that following several enquiries he was seeking quotations for a bespoke Carnforth Town Council gazebo that the Council will have permanent access to for a variety of outdoor events and uses. It was **RESOLVED that the Town Clerk presents quotations to a future meeting of the Committee for consideration.**
- 22065** **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 6<sup>th</sup> September at 5:00pm.** The meeting closed at 6:10pm

A handwritten signature in black ink, appearing to read 'Robert B. Bailey', with a long horizontal flourish extending to the right.

Town Clerk and Responsible Finance Office





Survey Coordinates:

OSGB 1936 British National Grid ODN  
Geoid Model OSGM 15 Horizontal OSTN 15

Converted to Ground Coordinates	No	On Master STN:	GDR01
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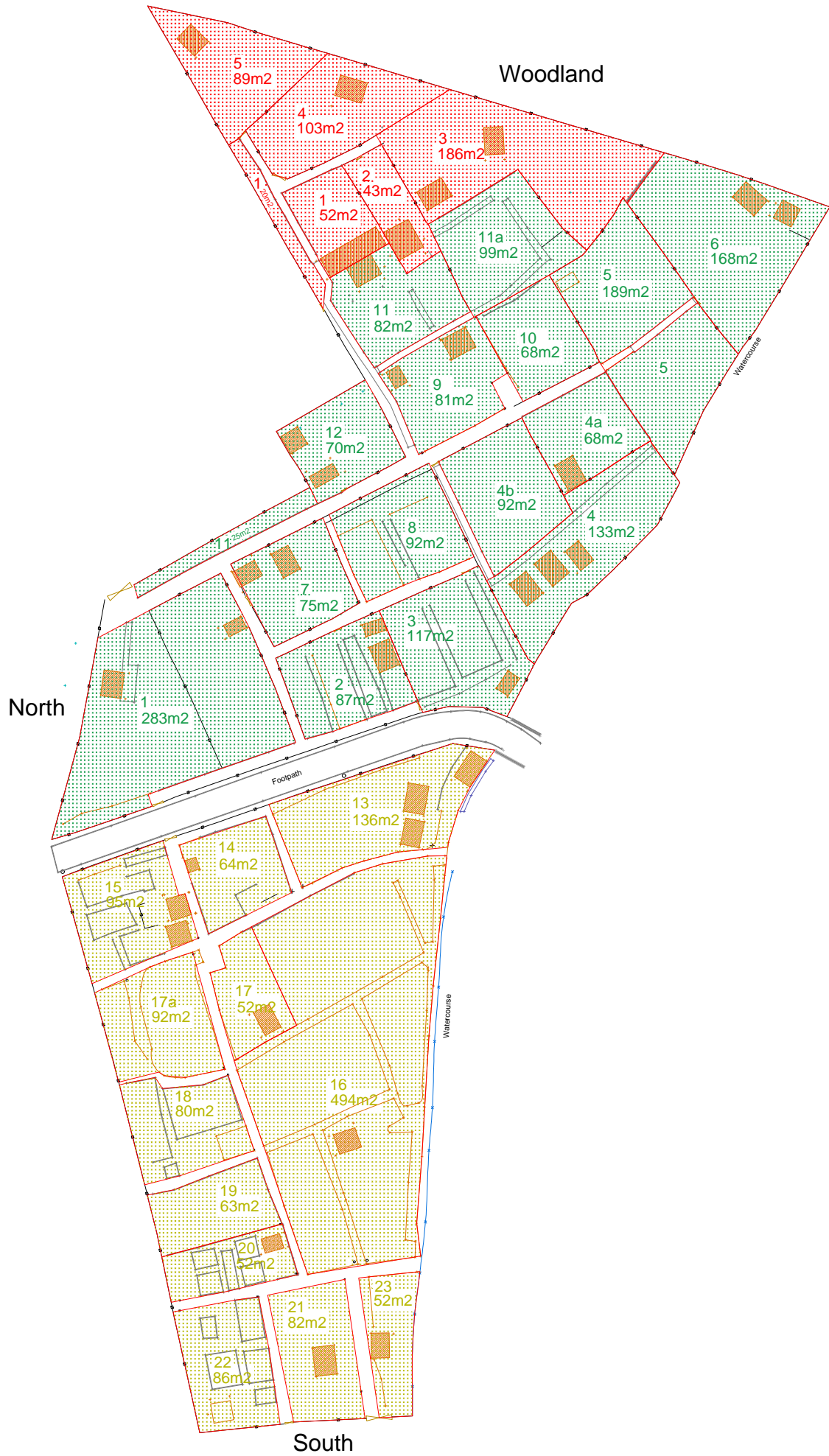
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Revision:	Description:	Date:
Drawing Title:	Site Plan + Aerial Image	
Project:	Allotments East of Highfield Road, Carnforth, LA5 9AJ	
Client: Carnforth Town Council	Drawing Status: Measured Survey	
Topographical Survey   Measured Building Survey   Site Engineering Cad Plans   Structural Monitoring   3D Scanning   Volumetric Analysis Boundary Disputes   Building Information Modelling   Aerial Photogrammetry		
<div><div><div>d2r</div><div>SURVEY Ltd.</div></div><div>Professional Measurement Surveys</div></div>		
D2R Survey Ltd. 23c Queen Street Lancaster LA1 1RX Tel: 01524 382502 Email: info@d2rsurvey.uk Website www.d2rsurvey.uk		
Date: 11th Aug 2022	Scale: 1:500 @ A3	Drawn: WTB
Drawing Number	Plot: D2R - HAL - 05	Checked: WTB
	CAD File: D2R - HAL - 01	Rev: 0






Survey Coordinates:  
  
OSGB 1936 British National Grid ODN  
Geoid Model OSGM 15 Horizontal OSTN 15

Converted to Ground Coordinates	No	On Master STN:	GDR01
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Revision:	Description:	Date:
Drawing Title:	Site Plan	
Project:	Allotments East of Highfield Road, Carnforth, LA5 9AJ	
Client: Carnforth Town Council		Drawing Status: Measured Survey
Topographical Survey   Measured Building Survey   Site Engineering Cad Plans   Structural Monitoring   3D Scanning   Volumetric Analysis Boundary Disputes   Building Information Modelling   Aerial Photogrammetry		
Professional Measurement Surveys		
D2R Survey Ltd. 23c Queen Street Lancaster LA1 1RX Tel: 01524 382502 Email: info@d2rsurvey.uk Website www.d2rsurvey.uk		
Date: 11th Aug 2022	Scale: 1:500 @ A3	Drawn: WTB
		Checked: WTB
Drawing Number	Plot: D2R - HAL - 04	CAD File: D2R - HAL - 01
		Rev: 0





Revision:		Description:		Date:
Drawing Title:		Location Plan		
Project: Allotments East of Highfield Road, Carnforth, LA5 9AJ				
Client: Carnforth Town Council		Drawing Format: Measured Survey		
Topographical Survey   Measured Building Survey   Site Engineering CAD Plans   Structural Monitoring   3D Scanning   Volumetric Analysis Boundary Disputes   Building Information Modelling   Aerial Photogrammetry				
		Professional Measurement Survey		
DQR Survey Ltd, 23c Dunelm Street Lancaster LA1 1RX Drawing Number: DQR - HFA - 02		Web: 01524 38252 Website www.dqrsurvey.co.uk		
9th Aug 2022	Signed _____ @ AO	Drawn WTB DQR - HFA - 01		Checked WTB Rat 0



