



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of the Property & Environmental Committee
on Tuesday 2nd August 2022 at 5:30pm at Carnforth Council Offices**

A G E N D A

- 22053. Apologies:** To receive apologies
- 22054. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22055. Urgent Business:** To consider any items of urgent business not on the agenda
- 22056. Minutes:** To consider and approve Minutes of meeting held on Tuesday 5th July 2022
- 22057. Committee Budget:** To consider committee expenditure and monitoring
- 22058. Environment & Public Realm:** To consider report of Outdoor Maintenance Officer and any other updates
- 22059. Civic Hall:** To consider property / operational updates
- 22060. Crag Bank Village Hall:** To consider property / operational updates
- 22061. Carnforth Allotments:** To consider an update on allotment matters and site survey (Councillors Branyon & Gardner to Report)
- 22062. War Memorial Gardens:** To consider and plan for the repair and maintenance of the War Memorial and gardens
- 22063. Defibrillators:** To consider responsibility for the monitoring and maintenance of defibrillators at Crag Bank Village Hall and Gummers Howe Community Centre
- 22064. Gazebo:** To consider purchasing a gazebo for outdoor events
- 22065. Date & Time of next meeting:** To consider date and time of next meeting – Tuesday 6th September 2022 at 5:30pm

Clerk & Proper Officer

Tel: 07828 254 149

27 July 2022

Email: clerk@carnforhtowncouncil.org

PROPERTY & ENVIRONMENT COMMITTEE

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

Present: Councillors Gardner (Chair); Branyan; Bromilow; Grisenthwaite and Parker (part)

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

22044 Apologies: None

22045 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

22046 Urgent Business: The following matters were considered:

- 1) **Market Street Clock:** The Proper Officer reported that it has not yet been possible to determine responsibility for the repair and maintenance on the clock located at 'The Sizzle Inn' Market Street. Legal documentation from the Council's Solicitors is awaited where further information may be available.

ACTION: Legal documentation to be reviewed subject to which options for the repair and maintenance of the 'Sizzle Inn' clock will be presented to full Council for decision.

- 2) **Defibrillators:** The Proper Officer reported that North West Ambulance Service had contacted the Council about regular checks on the defibrillators at Gummers Howe and Crag Bank Village Hall and their ongoing repair and maintenance. It was reported that arrangements are in place at Crag Bank Village Hall but, following the dissolution of the Committee at Gummers Howe, monitoring is no longer being undertaken at this location.

ACTION: Enquire whether checks can be carried out by Lancashire Fire & Rescue based in Carnforth, subject to which, alternative arrangements will be considered.

- 3) **Committee budget:** The Chair requested that this be a standing item at each committee meeting.

22047 Minutes: It was **RESOLVED that Minutes of meeting held on 7th June 2022 be approved.**

22048 Environment & Public Realm: The Outdoor Maintenance Officer was not in attendance. There was a discussion on the maintenance of public rights of way. The Proper Officer reminded Councillors that each year parish/town Councils are given an option to 'opt-in' to Lancashire County Council's Local Delivery Scheme for which a small grant is provided to enable them to maintain public rights of way in the community. It was also reported that the state of some PROW's have already been considered by the Town Development & Planning Committee, resulting in Lancashire County Council being requested to supply a variety of materials for Footpath 25 (Hodgson's Croft), with the outcomes of more inspections to follow.

It was then RESOLVED that the update on Public Rights of Way be noted.

22049 Crag Bank Village Hall: The Proper Officer reported that he had contacted the preferred plumber to replace the existing water heater in the kitchen. There were no other matters to report. It was then **RESOLVED that the update be noted.**

22050 Civic Hall: The Facilities Manager reported that the 'sound system' is in need of replacement. There followed a discussion on what might be required and the ongoing issues with the acoustics at the Civic Hall.

ACTION: Proper Officer to contact local company with a view to getting advice on the long-term requirements for more detailed consideration.

The Facilities Manager also commented that, in his opinion, the Civic Hall needed to be promoted more to encourage new bookings. The Proper Officer reported that the booking system includes a webpage setting out photographs and facilities available at both community venues that was promoted when the Council acquired the booking system was acquired.

ACTION: A new campaign to promote facilities and online booking at both Council venues be established.

There followed a discussion on the relative merits of both Carnforth Civic Hall and Crag Bank Village Hall and the relative challenges and opportunities for improvement and expansion for both to adequately serve the needs of the local community. Councillor Grisenthwaite advised that he would be presenting a paper to the next meeting of the Finance and Governance Committee setting out a capital strategy for both buildings for Councillors to consider.

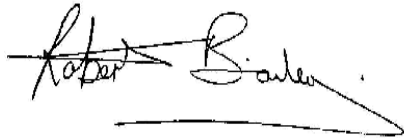
It was then **RESOLVED that:**

- **updates be noted and progress on actions be reported back to the committee as required, and;**
- **plans for a long-term capital strategy for the Council be supported with Councillors being given an opportunity to comment on proposals in due course.**

22051 Carnforth Allotments: Councillors Branyan and Gardner provided an update on the latest position following a recent meeting with the Chair and Secretary of the Carnforth Allotments Association. It was reported that a visit to the allotments site is planned with a view to each plot being measured and to see first-hand the challenges facing the Association and Allotment Holders. There was a short discussion on the ongoing plot disputes and what actions is/could be taken to resolve these.

There followed a debate about the merits of an independent survey of the Carnforth Allotments and it was then **RESOLVED that Councillors update this Committee on the outcome of further discussions and arrangements for an independent survey,**

22052 **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 6:35m

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

Clerk and Proper Officer

Summary of Receipts and Payments

Cost Center 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	781.15	1,718.85	1,718.85 (68%)
90	Alexandra Park				100.00	100.00		(0%)
106	Assets				3,000.00	594.97	2,405.03	2,405.03 (80%)
SUB TOTAL		500.00		-500.00	6,100.00	1,476.12	4,623.88	4,123.88 (62%)

Summary

NET TOTAL	500.00		-500.00	6,100.00	1,476.12	4,623.88	4,123.88 (62%)
V.A.T.					239.54		
GROSS TOTAL					1,715.66		