

PROPERTY & ENVIRONMENT COMMITTEE

Minutes of the meeting held on Tuesday 7th March 2023 at 5:00pm

Present: Councillors Parker (Chair); Hanna, Laurence and Roe

In attendance: Bob Bailey, Town Clerk & RFO, Rik Marsden, Facilities Manager, Simon Jobling, Outdoor Maintenance Officer

23024 Apologies: Apologies were received from Councillor Gardner

23025 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

23026 Urgent Business: There were no matters of urgent business.

23027 Minutes: It was **RESOLVED that Minutes of meeting held on Tuesday 7th February 2023 be approved.**

23028 Actions & Updates: The Town Clerk reported that permission to install trellis on the wall at Keerford View had been declined.

The Town Clerk has advised the person making the request for a food truck being based in the car park Crag Bank Village Hall of the Town Council's decision not to grant permission.

A Temporary Events Notice (TEN) had been obtained for the Film Night in February and arrangements made to submit applications for future events. There followed a discussion around the purpose and need of a Premises License. **ACTION: Town Clerk to produce a report on the use and purpose of a Premises License for consideration.**

It was then **RESOLVED that the general actions and updates be noted.**

23029 Committee Budget: The Town Clerk presented the *Summary of Receipts and Payments* report as at 28th February 2023 of the Cost Centre's / Codes under the Committee's terms of reference. It was reported that at the end of month 11, 25% (£772) remained in the allocated budget for council property and assets and 53% (£1,335) in the Grounds Maintenance budget. Overall 1/3rd of the budget allocated to the Property & Environment Committee is unspent. It was reported that Lancashire County Council have still not paid the Town Council for the Local Delivery Scheme (£500) and the Biodiversity grant (£300).

It was **RESOLVED that the Committee budget as at 28th February 2023 be noted.**

23030 Environment & Public Realm: The Committee considered the report of the Outdoor Maintenance Officer setting out tasks completed in the last month and plans and suggestions going forward.

The Committee noted the suggestions to replace/add to planters around town and the proposal that improvements be made to the area at the corner of Kellet Road and North Road.

It was reported that Tesco Superstore have welcomed the suggestion that the Outdoor Maintenance Officer makes improvements to the small area adjacent to Lancaster Road and have offered to provide flowers and plants.

ACTION: Outdoor Maintenance Officer and Town Clerk to provide a report reviewing existing and proposed planters and to make improvements to the land at the corner of Kellet Road and North Road for Committee consideration.

Tesco Superstore to be formally requested to provide plants and flowers and other outstanding actions to be followed up.

It was then **RESOLVED that the report on environmental and public realm matters be noted and further progress and updates on actions and ideas be reported in due course.**

23031 Civic Hall: There was nothing to report for consideration by the Committee.

23032 Crag Bank Village Hall: The Town Clerk reported that one of the regular users at Crag Bank Village Hall had requested that two cupboards in the kitchen be dedicated for their sole use so that they could provide drinks and refreshments for their members. After some discussion, around the long term plans and aspirations for the kitchen to be for general use it was **RESOLVED that the Town Clerk, in discussion with the user concerned, establishes a suitable and fair short-term solution.**

23033 Highfield Allotments: The Town Clerk updated the committee on the latest position with the arrangements for the transfer of responsibility for the Highfield Allotments. It was reported that:

- 1) progress is being made with the Council's solicitor regarding the legal arrangements;
- 2) all relevant allotment holder and plot information has been created within *Scribe* and invoices for 2023 / 2024 sent to all allotment holders;
- 3) rules and regulations and health and safety guidance has been drafted;
- 4) a proposed constitution for a Highfield Allotments Advisory Group (HAAG) has been drafted and;
- 5) a letter outlining the Town Council's commitment to the allotments has been drafted.

The Committee were informed that draft documents had been sent to the Highfield Allotments Committee and that these and other matters are to be discussed on Monday 13th March before further action is taken.

After some comments, it was **RESOLVED that the update be noted.**

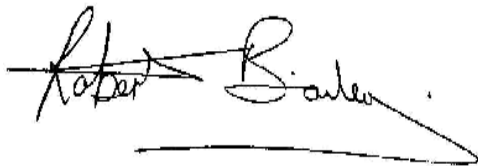
23029 **Terms of Reference:** The Town Clerk presented Terms of Reference for the Property and Environment Committee, setting out its delegated roles and responsibilities and taking account of relevant objectives in the Carnforth Neighbourhood Plan.

It was acknowledged that these provide a more substantial framework for the committee and the Council that will be key to delivering objectives for the towns long term future.

In response to comments made at the Town Development and Planning Committee, it was agreed that the Carnforth Neighbourhood Plan objective relating to the provision of pedestrian and cycling facilities be included under that Committee's remit.

It was then **RESOLVED that, subject to the suggested amendments, the revised Terms of Reference for the Property & Environment Committee be RECOMMENDED to Carnforth Town Council for adoption at its Annual Town Council meeting.**

23034 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 4th April 2023.** The meeting closed at 5:50pm

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

Town Clerk and Responsible Finance Officer