



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of the Property & Environmental Committee
on Tuesday 3rd June 2025 at 5:30pm at Carnforth Civic Hall**

A G E N D A

- 25059. Apologies:** To receive apologies
- 25060. Election & Terms of Reference:** To elect Committee Chair and Vice-Chair for the municipal year 2025 / 2026 and review Terms of Reference
- 25061. Declarations of Interests and dispensations:** To receive Declarations of Interest and Dispensations on items on the agenda
- 25062. Urgent Business:** To consider any items of urgent business not on the agenda.
- 25063. Minutes:** To consider and approve Minutes of meeting held on Tuesday 6th May 2025
- 25064. Public participation & information only updates:** To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Matters raised for items not on the agenda that require a 'decision' may be deferred to a future meeting)
- 25065. Sizzle Inn Clock:** To consider required repairs and maintenance and next steps
- 25066. Carnforth (Highfield) Allotments:** To receive updates on the management and administration of Carnforth (Highfield) Allotments including suggested work on the community garden
- 25067. Civic Hall:** To consider property / operational updates
- 25068. Crag Bank Village Hall:** To consider property / operational updates
- 25069. Health & Safety & Fire Risk Assessments:** To consider any updates on actions arising from Health & Safety Reviews and Fire Risk Assessments at Carnforth Civic Hall & Crag Bank Village Hall
- 25070. Environment & Public Realm:** To consider Outdoor Maintenance Officer report and any other environmental updates and matters
- 25071. Date & Time of next meeting:** Tuesday 1st July 2025 at 5:30pm

Town Clerk & Responsible Financial Officer

30 May 2025

Tel: 07828 254 149

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PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 6th May 2025

Present: Councillors (Steven) Richmond (Chair), Bassinder, Downes, Grisenthwaite, Hanna

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO); Leah Longhorn, Assistant Town Clerk, Simon Jobling, Outdoor Maintenance Officer and Kath Bromilow, Facilities Manager

25048 **Apologies:** Apologies were received from Councillors Laurence, Parker and Turner

25049 **Declaration on interests and dispensations:** Councillor Basinder declared an interest in any matters directly relating to the work of the Facilities Manager

25050 **Urgent Business:** The Chair, welcomed the Assistant Town Clerk to the committee meeting and Councillors informed that in due course she will be the designated administrator for this committee. Kath Bromilow was also welcomed in her new role as Facilities Manager.

The TC&RFO reported that he had replied to Carnforth Cricket Club advising that they contact Lancaster City Council about plans to construct an area for grass cuttings on public land adjacent to the newly installed practice nets.

Councillor Grisenthwaite provided an update on the revised lease for the Carnforth Offices on Market Street and the billing arrangements for use of utilities going forward and the advice of the Council's solicitor in relation to the suggested hire agreement with the main user of Crag Bank Village Hall.

There followed a discussion about the ongoing use of water from the Council offices by Rangers employed by Morecambe Town Council. **ACTION:** TC&RFO to contact the Chief Executive, Morecambe Town Council to raise the matter.

25051 **Minutes:** It was **RESOLVED** that **the Minutes of the meeting held on Tuesday 1st April 2025 be approved.**

25052 **Public participation and information only updates:** There were no members of the public present.

25053 **Carnforth (Highfield) Allotments:** The TC&RFO advised that the tenant issued with a Notice to Quit had now vacated the site and the plot has since been re-let. Another plot has recently become vacant and may be considered as an additional community plot to be managed and sponsored by National Gas.

Councillors were informed that the Annual General Meeting for Carnforth (Highfield) Allotments will be on 15th May, where the main topic will be formation of a Friends group.

It was then **RESOLVED** that **the update be noted and a report on the outcomes from the Carnforth (Highfield) Allotments Annual General Meeting be provided in due course**

25054 **Civic Hall:** The Facilities Manager suggested improvements including the replacement of some chairs, storage to make further use of the upstairs flat and the disposal of curtains. There followed a discussion on ways in which the chairs in the hall and meeting room can be secured. The TC&RFO also reminded Councillors that one of the main findings of the recent fire risk assessment was that the internal doors at the Civic Hall are not compliant with current fire regulations.

The Facilities Manager reported that in her new role she will be seeking to enhance promotion of both Carnforth Civic Hall and Crag Bank Village Hall and improve on the functionality and occupancy of both buildings, whilst maintaining their high standards of cleanliness.

It was then **RESOLVED that the update be noted and proposed actions supported and that quotations be sought for the cost of installing compliant fire resistant internal doors.**

25055 **Crag Bank Village Hall:** The TC&RFO reported on the heating issues had been addressed and that the heating is working again. It has been noted, however, that there has been comments about the system not being at a temperature that suits all users resulting in them trying to adjust the set program. The TC&RFO advised that guidelines state that community halls in the UK should ideally be set at around 18-21°C to ensure comfort for most activities. The heating at Crag Bank Village Hall has been programmed within this range but it is recognised that setting the temperature can be a bit of a balancing act taking into account the type of activity taking place, energy efficiency and the nature of the building itself.

The hire arrangements have always been that the building is not manned by Council staff which is not practical or necessary and allowing users to adjust the heating program has caused problems with the system being locked-out. A workable and manageable solution to the problem needs to be found.

After much discussion, it was the **RESOLVED that the update be noted and that feedback on the heating continues to be monitored and further consideration be given to optimising the temperature for all users.**

25056 **Health & Safety Reviews and Fire Risk Assessments.** The TC&RFO provided an update on the action plans for Carnforth Civic Hall and general Council activities to fully comply with current health and safety regulations and guidance. Whilst there have been some 'quick wins' and it is still relatively soon after the independent health and safety and fire risk assessments, numerous and some significant actions remain outstanding.

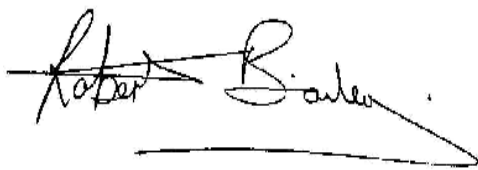
The TC&RFO is confident, however, that with recent staffing changes these can now be addressed proactively. The TC&RFO asked for Councillors views on designated authority to implement both the actions going forward.

After some discussion, it was **RESOLVED that the TC&RFO be given designated authority to implement the actions and incur costs in accordance with Financial Regulations and with the agreement of the Health & Safety Councillor Champion as necessary.**

25057 Environment & Public Realm: The Outdoor Maintenance Officer reported on work carried out in the last few weeks, including planting at the War Memorial Gardens and work at Highfield Allotments and Alexandra Park

It was then **RESOLVED that the Outdoor Maintenance Officer's report be noted and that TC&RFO follows up options for storage of council equipment.**

25058 Date of next meeting: The next meeting of the Property & Environment Committee will be on **Tuesday 3rd June 2025.** The meeting closed at 6:15pm

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 Officer



Property & Environment Committee Terms of Reference

MEMBERSHIP:

- Five Councillors and/or Town Mayor or Deputy Mayor
- Membership of the Committee will be decided at the Annual Meeting of the Town Council
- At the first Committee meeting of the municipal year a Chair and Vice-Chair will be elected
- A quorum will be three members or one half of the Committee membership, whichever is greater
- Outdoor Maintenance Operative is an ex-officio member of this committee
- Suppliers and volunteers can be invited to attend as required

MEETINGS:

- The Committee will meet every month but may conduct urgent business on environmental matters under the direction of the Chair;
- A record of activities and decisions taken by the Committee will be recorded in the Committee Minutes;
- Minutes of the Committee will be submitted to the Town Council at the next meeting for debate;
- The Clerk is responsible for acting on the decisions of the Committee as directed

DELEGATED RESPONSIBILITIES: In line with budgets set by the Governance & Resources Committee the Committee has delegated authority and responsibility as set out below:

- Assess the budget requirements of this committee annually and submit this request to the Finance & Governance Committee
- Manage and monitor expenditure of the budget delegated to this committee
- Direct the Clerk/Proper Officer to purchase any service, goods or materials in accordance with Standing Orders and Financial Regulations and ensuring best value for money



Property & Environment Committee

Terms of Reference

Environment & Public Realm: To manage and provide recommendations to the Council on issues relating to environmental and public realm matters including:

- 1) Maintain and improve open spaces and Public Rights of Way including tackling weeds, dog fouling; fly-tipping and litter and, where possible, improving footpaths and pavements;
- 2) Manage the Town Council's relationship with the Carnforth Allotments Association;
- 3) Direct, manage and monitor the work of the Outdoor Maintenance Officer
- 4) Manage environmental events such as litter-picking and 'clear up days' ensuring that any necessary risk assessments are completed and any required permissions are obtained;
- 5) Manage the installation of street furniture, bins and any other assets in open spaces;
- 6) Monitor and assess progress and determine responsibility for implementation of environmental projects and actions determined by the Committee
- 7) Carry out and action risk assessments for all environmental activities
- 8) Work in partnership with the local community and other organisations to maximise the scope for funding opportunities for environmental matters;
- 9) In collaboration with Lancaster City Council, establish and manage a 'grassland management strategy' for Carnforth;
- 10) Work in partnership with Lancaster City Council and other bodies to be sustainable and tackle climate change
- 11) Support officers in developing skill sets required to undertake environmental tasks and attend training as necessary



Property & Environment Committee

Terms of Reference

- 12) Deliver key objectives set out in the emerging Carnforth Neighbourhood Plan relating to the environment, specifically:
- To retain, enhance and provide new pedestrian and cycling facilities within Carnforth and the surrounding areas, to provide seamless integration with the existing urban areas, public transport links and great spaces to encourage a reduction in vehicular travel, heavy vehicle movement and associated air pollution (CNP Objective 3)
 - To protect and enhance habitats and green infrastructure networks through sensitive developments and to encourage local habitat improvement and creation (CNP Objective 6)
 - To promote development that is responsive and resilient to climate change (CNP objective 7)

Property: To manage and provide recommendations to the Council on issues relating to property matters including

- 1) Managing the operation, maintenance and use of Council assets including Carnforth Civic Hall, Crag Bank Village Hall and all other physical assets;
- 2) Ensure that the acquisition, disposal and write-off of Council assets is in accordance with Standing Orders and Financial Regulations;
- 3) Annual review the Council's asset register and carry out a bi-annual review of all physical assets;
- 4) Develop key performance indicators on the management of Council assets
- 5) Determine the policy for the disposal, write-off and replacement of assets
- 6) Ensure that quotations and competitive tenders for the acquisition of assets are obtained in line with the Council's Standing Orders and Financial Regulations
- 7) Work in partnership with the local community and other organisations to maximise the scope for funding opportunities for the acquisition and maintenance of assets
- 8) Meet annually with the Finance and Governance Committee to discuss forward planning and budgetary requirements for the following financial year