



Garstang Town Council

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Garstang Scout and Guide
Headquarters
Kepple Lane
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PR3 1PB

Amenities & Public Realm Committee Meeting, 8th December 2025 Agenda

Amenities & Public Realm Committee Members and members of the press & public

You are summoned to attend the meeting of the Amenities & Public Realm Committee to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library,
Windsor Road, Garstang, PR3 1EX
on Monday, 8 December 2025 **at 7.00pm**

If you are unable to attend please could you submit an apology to the Clerk.

Please contact the Clerk by 13.00, Monday, 8 December, to express your interest in attending the meeting, This helps Council answer your questions on the evening.

Recording of Public Council Meetings

Please be aware that the public meeting may be recorded for the accuracy of the minutes.

As per standing orders 12g; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is deleted.

E Parry

Town Clerk,
3rd December 2025

Agenda

(Time allocation for items 1 to 4 – 7.00pm – 7.05pm)

1) **Apologies for Absence**

To receive apologies for absence.

2) **Declaration of Interests and Dispensations**

To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.

3) **Public Participation**

The Chairman will ask Councillors to agree to adjourn the meeting to allow non-Councillors to speak and will ask Councillors to agree to reconvene the meeting on the conclusion of the public participation.

4) **Minutes of the last meeting – for decision**

Councillors are asked to approve, as a correct record, the [minutes of the meeting held on 20 October 2025](#).

5) **Chairman's report**

(Time allocation, 7.05 – 7.10pm)

Proposal	Chair's overview and adoption of improved decision-making practice.
Background (brief)	Reflection on recent successes. Previous meetings struggled due to workload and unclear responsibilities.
Implications Summary	Other: Inefficient governance impacts operational delivery.
Recommendation	Reminder of Role and Responsibilities as detailed below.
Roles And Responsibilities reminders Councillors are responsible for making council policy, but do not have executive authority. The clerk is responsible for advising members on the making of council policy and for ensuring such policy is carried out. All decisions are made by councillors at meetings of the council/committee. The day-to-day management of services, facilities, and events is the responsibility of the clerk, who in turn can delegate to staff. An up-to-date and approved delegation scheme is essential in detailing and clarifying who does what and when.	

Further Discussion Required: No

(Time allocation for items 6 to 16 – 7.10pm – 7.59pm)

6) **Drainage – Moss Lane Playing Field – for decision**

Proposal	Acknowledge completion of Moss Lane Park – Drainage and Surface Improvement Viability Report (drawing your attention to point 7) Further detail on option 1 .
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Background (brief)	<p>Viability assessment completed and costed by Lengthsman. 28/10/2025, Finance & Governance committee - Minute 024(2025-26)</p> <p>Drainage quotation, Moss Lane Park Resolved: That the figure of £5,000 be retained in the 2026/27 budget, and that the Lengthsman be requested to provide further detail on the annual maintenance costs. This information will enable the Council to gain a clearer understanding of the cost–benefit analysis for the town of Garstang. It was further agreed that the ongoing costs be reported to the Amenities Committee, which will be tasked with determining how to proceed on this project.</p>
Implications Summary	<p>Financial: £10,000 initial, £8,000pa ongoing. Full Council minute 15/09/2025. 083(2025-26) Wyre Council, Section 106 monies, Wyre Council is seeking the Town Council's views on the use of the Section 106 monies for Moss Lane, so it can be included in their report. Reference: A commitment to hand over the S106 money (£29,099) to the Town Council for play provision on Moss Lane Public realm. Application number 2000618FULMAJ (Council office's) Resolved: That the decision is delegated to the Clerk, in consultation with the Chairs of Finance & Governance</p> <p>Moss Lane playing field EMR totals £21,874.67. S106 money (£29,099). Risk/H&S: Restricted access during re-seeding. Other: Improvement predicted as marginal.</p>
Recommendation	<p>How does this Committee wish to proceed with the project? What is the recommendation to Full Council, 15/12/2025</p>

Further Discussion Required: Yes

7)

Moss Lane Play Area – for decision

Proposal	Renew the play surface and security.
Background (brief)	Surface failed; fencing rotten; gate unsafe; seating damaged.
Implications Summary	Financial: Quotes attached. Moss Lane playing field EMR totals £21,874.67. S106 money (£29,099). Risk/H&S: Park currently has fault detailed on inspection. Other: Poor public perception.
Recommendation	To resolve to recommend allocation of Section 106 funding for restoration. Recommendation to Full Council, 15/12/2025 to approve quotation for the surface works. (Quote No 1 & accompanying email and Quote No 2) 1 quote received for fencing – delegate 2nd quote to staff and report to Full Council.

Further Discussion Required: No

8)

Moss Lane Park – Church Street Entrance – for decision

Proposal	Address non-compliance of entrance width.
Background (brief)	Entrance below 1.6m minimum; chicane barrier restricts access.
Implications Summary	Other: Potential accessibility non-compliance.
Recommendation	To resolve to instruct Officers to contact Highways and obtain quotes if needed.

Further Discussion Required: No

9)

Kepple Lane Play Area – for decision

Proposal	Explore options for repurposing the play area.
Background (brief)	Wyre BC proposes discontinuation. Full Council objections submitted. Community interest in growing space.
Implications Summary	Risk/H&S: Equipment below standards. Legal: Deeds restrict use, point 2 – Kepple Lane Park Conveyance Other: Public perception concerns.
Recommendation	To resolve to ask Officers to explore whether a change of use application could permit this proposal or similar.

Further Discussion Required: No

10)

Friends of Kepple Lane Park – for decision

Proposal	Support establishment of Friends group.
Background (brief)	Resident interest expressed; Friends groups enhance public spaces.
Implications Summary	Financial: Budget required. H&S: Volunteer RA required. Public Perception: Positive. Staffing: Officer support needed.
Recommendation	To resolve to approve the group and request any costs to be met by Kepple Lane EMR, approved at Full Council or adhering to financial regulations point 5.15

Further Discussion Required: No

11)

Kepple Lane Park Working Group – for decision

1. Proposal (Full Wording)	Clarification and delegation of Working Group responsibilities.
2. Background Information	Roles and responsibilities outlined in Appendix.
3. Background Documents	Working Group survey notes .
4. Implications (Expanded)	Financial: TBD Staffing: Group established Risk: None Environmental: Included in mandate Community: Improved space Asset Management: Earlier issue identification.
5. Recommendation	Asking Committee to approve the Working Groups plan of redevelopment and that staff be tasked with enacting the plan, by bringing recommendations of detail to future meetings of Council/Committee to proceed with works.

12)

Park Hill Road Rain Garden – for decision

Proposal	Submit project to LCC for progression.
Background (brief)	Project viable and designed; funding available from United Utilities.
Implications Summary	Financial: Multi-stream funding. GTC commitment TBC Risk/H&S: None. Community: Public realm improvements. Environment: Biodiversity & flood mitigation.

Recommendation	To resolve to submit the project to LCC for costing and implementation.
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Further Discussion Required: No

13) **War Memorial – for decision**

Proposal	Seek quotes and viability studies for restoration.
Background (brief)	Structural deterioration identified; site inaccessible to disabled residents.
Implications Summary	Financial: Significant cost. Risk/H&S: Collapse risk; damage possible. Other: Insurance and civic importance.
Recommendation	To resolve to obtain quotes for restoration and underpinning, seek grant advice, and explore accessibility improvements.

Further Discussion Required: No

14) **Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**

To resolve that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.

15) **Wyre Park Mowing Contracts – for decision**

16) **Delivery of Maintenance Contracts – for decision**

17) **Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**

To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.

18) **Date of next meeting – to be discussed & determined**

Monday 9th or Tuesday 10th February 2025 at 5.00pm.

Appendix

Lancashire Association of Local Councils

Town Council Working Groups

Working Groups are informal bodies, appointed by the council and made up of a smaller number of councillors with a particular interest in the focus of the group.

- **Purpose:** Working Groups develop and recommend to the Town Council policies relating to their terms of reference. This may include all aspects

of a project—permissions, supplies required, source of supplies, ongoing maintenance costs, and possible partnerships.

- **Authority:** A Working Group may not make decisions or act informally on behalf of the Town Council. They can gather facts and opinions to present as reports and recommendations to a full council meeting.
- **Formality:** Working Groups are not formal committees and therefore:
 - Do not require summonses to meetings.
 - Do not need public notices or formal minutes.
 - Meetings are not legally required to be open to the public and can be held at any venue and time agreed by the group.
- **Reporting:** Regular reports and recommendations are presented to full council for debate and decision. The clerk should receive reports and be informed of items requiring decisions in time to add them to the agenda.
- **Resolutions:** Decisions based on reports are recorded in council minutes. Actions required by council resolutions (e.g., placing orders) are carried out by the clerk.
- **Referral:** Recommendations may be referred back to the Working Group for further consideration if agreed by the Town Council.