



## MINUTES FROM THE AMENITIES COMMITTEE MEETING

held on Tuesday 13<sup>th</sup> October 2020 at 7pm via Zoom

Attended by: Cllr J Critchley (Chair), Cllrs Lord Pennington, Poulton, Griffiths, Nield, Hayes, Sumner, Ashton, Williamson (non-Committee Member) and J O'Donoghue (Town Clerk)

### Meeting 4

#### 46. Apologies for absence

To receive apologies

**NOTED:** There were no apologies for absence

#### 47. Declarations of interest

To note any declarations of interest on items which are on the agenda

**NOTED:** Cllrs Sumner declared an interest in item 53 as a member of Green Gates Community Project.

#### 48. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda in accordance with FTC policy on public speaking at meetings: <https://frodsham.gov.uk/policies-procedures/>

**NOTED:** There were no requests for members of the public to speak.

#### 49. Minutes of meetings to be approved

To agree and sign the minutes of the Amenities Committee Meeting held 11<sup>th</sup> February 2020

**RESOLVED:** The minutes from the meeting were approved and signed.

#### 50. Amenities Committee Terms of Reference

To note terms of reference agreed by full council 28<sup>th</sup> September 2020

**NOTED:** The terms of reference were noted

#### 51. Finance report – Amenities Committee

To note the finance report (Appendix A)

**NOTED:** The finance report was noted.

#### 52. Hob Hey Wood

**NOTED:** Prior to discussion Cllrs Ashton and Hayes declared an interest in the item due to their involvement with Hob Hey Wood Friends Group.

52.1 To note that 2 quotations have been received for repair of the boardwalk. Quote A £7,640 and Quote B £4,800 (circulated to Committee Members) and accept the recommendation of Hob Hey Wood Friends as to appointment of contractor.

**RESOLVED:** It was resolved to accept the recommendation of Hob Hey Wood Friends Group and accept Quote B in the sum of £4,800. Town Clerk to liaise with Hob Hey Wood Friends Group and the contractor and instruct works. Cllrs Ashton and Hayes did not take part in the vote as they had declared an interest in the item.

52.2 To note that the calendars will cost £85 more than the approved cost of £300 and determine whether this can be paid out of budget code 4085 – Hob Hey Wood.

**RESOLVED:** It was resolved to approve the additional £85 cost. Cllrs Ashton and Hayes did not take part in the vote as they had declared an interest in the item.

53.3 To note that 100 envelopes will be required for the calendar and determine whether this can be paid out of budget code 3085 – Hob Hey Wood.

**RESOLVED:** It was resolved to meet the cost of envelopes out of budget code 3085. Cllrs Ashton and Hayes did not take part in the vote as they had declared an interest in the item.

### 53.Ship Street play area

53.1 To receive a report from Cllr Hayes following the Options Appraisal Working Group Meeting.

**NOTED:** Cllr Hayes provided a report which was circulated prior to the meeting (Appendix B)

53.2 To consider a request from Cllr Sumner to install: 3 x donated benches; dog poo bags and signage.

**RESOLVED:** It was resolved to install dog poo bags and signage. Cllr Sumner was not included in the vote as an interest had been declared in the item.

### 54.Footpaths

To note list of Public Rights of Way within Frodsham, maintained by Cheshire West and Chester Council and agree any action to be taken

<https://www.cheshirewestandchester.gov.uk/residents/transport-and-roads/public-rights-of-way/mapping-the-network/mapping-the-network.aspx>

**NOTED:** The list provided by Cheshire West and Chester Council Public Rights of Way Officer was noted together with the process for reporting concerns regarding the maintenance of paths.

### 55.Service Level Agreements – Grounds Maintenance

55.1 To consider Service Level Agreement #1 and determine whether any changes/additions need to be made (copy provided to Cllrs) from April 2021.

55.2 To consider Service Level Agreement #2 and determine whether any changes/additions need to be made (copy provided to Cllrs) from April 2021.

**NOTED:** Items 55.1 and 55.2 were considered jointly and it was agreed that the Clerk will look at both contracts with a view to going out to tender before the end of the year. Cllrs Critchley, Ashton and Hayes agreed to provide any support required. Town Clerk to agenda for the next Amenities Committee on 8<sup>th</sup> December.

### 56.Memorial bench – Frodsham Hill

To consider a request from a resident to install a memorial bench on Frodsham Hill in memory of their young son.

**RESOLVED:** It was resolved to refuse the request and look at alternative ways of remembrance in another part of the Town.

## 57. Cheshire West and Chester Consultation - Shaping future health and wellbeing services

57.1 To note that the consultation document explains that Frodsham Leisure Centre is not fit for purpose and proposes that plans to provide a sustainable health, leisure, wellbeing and library service to the Frodsham/Helsby area would be developed maximising the use of community facilities and external funding opportunities: <https://frodsham.gov.uk/2020/09/shaping-future-health-and-wellbeing-services/>.

**NOTED:** The consultation document was noted.

57.2 To determine Frodsham Town Council's response to the consultation.

**RESOLVED:** It was agreed Cllrs will send their views to the Town Clerk to collate and submit before the closing date of 1<sup>st</sup> November 2020.

## 58. Christmas tree and Christmas lights

58.1 To note that KDE will be installing new light bulbs (cost of bulbs £2,486) and repairing any broken sections of wiring commencing Sunday 11<sup>th</sup> October. All festoon lights will be tested together with the lights in the wrapped trees.

**NOTED:** The installation was noted.

58.2 To receive a report from Cllr J Critchley from the Christmas Working Group regarding the Christmas tree.

**NOTED:** Cllr Critchley provided a verbal report and it was noted that The Christmas Decorators are being consulted with regard to installation of a decorated tree. The Working Group will liaise with the Clerk.

## 59. Winter planting

To consider providing winter hanging baskets to replace the summer planting at a cost of £2,116 as follows:

Planting of 49 x hanging baskets £1127

Planting of 14 lamppost baskets £254.00

Installation of all of the above baskets £367.50

Removal of all of the above baskets, disposal of waste and storage of baskets £367.50

There would be an additional charge for watering which will be weather dependant.

**RESOLVED:** It was resolved to accept the quotation and the Town Clerk will instruct Northwich Town Council to proceed.

## 60. To receive a report from the Clerk

**NOTED: COVID-19** The Clerk noted that Cheshire West and Chester area moved into Tier 2 on Wednesday 14<sup>th</sup> October 2020 and that it is no longer possible to hold hybrid meetings with Cllrs attending via Zoom from Castle Park House. Cllr Williamson and Nield confirmed that they were

able to access meetings from their homes and it was agreed that equipment could be provided to Cllr Lord Pennington to enable access.

61.Date of next meeting – 8<sup>th</sup> December 2020

62.Close of meeting

The meeting closed at 8.20pm.

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APPENDIX A

AMENITIES COMMITTEE FINANCE REPORT

06/10/2020

Frodsham Town Council 2020/2021

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Detailed Income & Expenditure by Budget Heading 01/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>170 Amenities</b>								
4801 Contract No 1	0	4,813	24,300	19,487		19,487	19.8%	
4802 Contract No 2	2,925	2,925	10,000	7,075		7,075	29.3%	
4803 Play Areas	0	558	4,500	3,942		3,942	12.4%	
4804 Tree Works	0	0	2,000	2,000		2,000	0.0%	
4805 Hob Hey Wood	0	0	5,000	5,000		5,000	0.0%	
4806 Defibrillator Maintenance	38	992	2,000	1,008		1,008	49.6%	
4807 Replacement Lights	0	0	10,000	10,000		10,000	0.0%	
4808 Bulbs	0	0	80	80		80	0.0%	
4809 Rent & Rates	0	0	2,000	2,000		2,000	0.0%	
4811 Street Furniture	0	0	1,000	1,000		1,000	0.0%	
4812 Xmas Light Bulbs	0	0	750	750		750	0.0%	
4813 Additional Maintenance	0	100	6,000	5,900		5,900	1.7%	
<b>Amenities :- Indirect Expenditure</b>	<b>2,963</b>	<b>9,388</b>	<b>67,630</b>	<b>58,242</b>	<b>0</b>	<b>58,242</b>	<b>13.9%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,963)</b>	<b>(9,388)</b>						
<b>Grand Totals:- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>2,963</b>	<b>9,388</b>	<b>67,630</b>	<b>58,242</b>	<b>0</b>	<b>58,242</b>	<b>13.9%</b>	
<b>Net Income over Expenditure</b>	<b>(2,963)</b>	<b>(9,388)</b>	<b>(67,630)</b>	<b>(58,242)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(2,963)</b>	<b>(9,388)</b>						

APPENDIX B

SHIP STREET PLAY AREA WORKING GROUP

OPTIONS APPRAISAL

Decisions made by Councillors in attendance on 1<sup>st</sup> October\*

1. Green Spaces for Good

‘Parks and green spaces are proven to help people stay physically and mentally well: places where we can all move, breathe, run and play. They are an important tool to drive social cohesion, combat loneliness and build community spirit.’<sup>1</sup>

Fields in Trust provides practical ‘Guidance for Outdoor Sport and Play’ for local planning authorities, developers, planners and urban designers, landscape architects and parish and town councils in the planning and design of outdoor sport, play and informal open space.

Good planning and design add value to the overall quality of an area, helping to create a sense of place and space as well as contributing to the health and wellbeing of residents.

Reference to the current guidance will help FTC to ensure that the provision of outdoor sport, play and informal open space is of a sufficient size to enable effective use and of a quality to maintain longevity and to encourage its continued use.

## 2. Design specifications:<sup>2</sup>

### Option 1

- Accessible pathways and seating
- Green landscaping / planting
- Secure Local Area for Play (LAP) aimed at very young children
- Locally Equipped Areas for Play (LEAP) aimed at children who can go out and play independently
- Open space for informal games and play activities
- Outdoor education centre / shelter house
- Shaded passive area for older adults
- Outdoor gym facilities

### Option 2

- As option 1 with the exclusion of an outdoor education centre / shelter house and the inclusion of a small community café / hub
- Small community café / hub, including:
  - Multi-purpose area with allowance for events
  - Canopy with seating area
  - Toilets
  - Kitchen
  - Storage
  - Refuse / recycling

### Option 3

- Accessible pathways and seating

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<sup>1</sup> [www.fieldsintrust.org/protect](http://www.fieldsintrust.org/protect)

<sup>2</sup> FTC favours the use of durable equipment to reduce the burden and cost of maintaining open spaces and a management and maintenance regime to ensure repair and replacement can be facilitated over time as necessary to maintain the standard of quality.

- Green landscaping / planting
- Secure Local Area for Play (LAP) aimed at very young children
- Locally Equipped Areas for Play (LEAP) aimed at children who can go out and play independently
- Open space for informal games and play activities
- Shaded passive area for older adults
- Parking spaces for vehicles (max. 4 including 2 disabled spaces) and cycle rack
- Multi-purpose community hub, including:
  - Council office(s)
  - Community service space(s)
  - Multi-purpose area with allowance for events
  - Canopy with seating area
  - Toilets
  - Kitchen
  - Storage
  - Refuse / recycling

#### Option 4

- Affordable homes / social housing, footprint not exceeding 2/3 of land space
- Accessible pathways and seating
- Green landscaping / planting
- Secure Local Area for Play (LAP) aimed at very young children
- Shaded passive area for older adults

#### Option 5

- Accessible pathways and seating

### 3. Professional services

It is accepted that the working group will need to secure professional services to advise on design and as such the following will be required:

- Land surveyor
- Green space designer
- Play designer
- Architect

\* Attended by Cllrs Ashton, J. Critchley, Hayes, Sumner and Wade.