

# Frodsham Town Council



You are hereby summonsed to attend a meeting of  
**Frodsham Town Council Amenities Committee** to be held on  
**Monday 11<sup>th</sup> July at 7.00pm** in Gallery 1, Castle Park Arts Centre

## AMENITIES COMMITTEE AGENDA

### Meeting 2

1. Apologies for absence  
To receive apologies. (2 mins)
2. Declarations of interest  
To note any declarations of interest on items which are on the agenda. (2 mins)
3. 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/> (15 mins max)
4. Approval of minutes  
To approve the minutes of the meeting held 13<sup>th</sup> June 2022 (3 mins)
5. Actions from the meeting held 13<sup>th</sup> June 2022
  - (a) To note actions taken as follows: (2 mins)
  - (b) To agree any further actions to be taken (5 mins)

7	Terms of reference	Terms of reference were approved	
8	Churchfields	Cllr Sumner to provide any further actions to the Clerk. Clerk to obtain quote for fencing off area under bridge on Churchfields.	No further actions received. Chair approved quote £990 and works instructed.
9	Memorial path	Quote approved for danger signs x 4	HDD advised
10a	Cemetery	Burial fees increased by 8.3% to non-Frodsham residents	Website updated
10c	Cemetery	Clerk to report on purchase of Sanctum 2000 Memorial Vaults at the next Amenities Committee Meeting	Report on 11/07/2022
10d	Cemetery	Quotation for installation of bench accepted	NTC instructed
12b	Marshlands	Quotation for installation of Big Ben bin with lid adjacent to bench	NTC instructed
16b	Memorial path	It was unanimously agreed to appoint Horticon Ltd whose tender was evaluated with a combined quality and commercial score of 97.14% at a cost of £114,341.60. Clerk to make arrangements for pre-contract meeting with councillors, Horticon and Harrison Design Development.	Horticon instructed. Mtg held on 4th July to be reported 11/07/2022
17b	Ship Street play area	It was unanimously agreed to accept the recommendation of RSK Environmental and appoint Horticon Ltd based on cost in the sum of £140,237.98. Clerk to make arrangements for a Zoom meeting with RSK prior to arranging a pre-contract meeting with councillors, Horticon and RSK Environmental.	Horticon instructed. Mtg held on 5th July to be reported 11/07/2022

## 6. Accounts

To note expenditure to date is £19,519 against a budget of £332,300. To date £2,375 has been spent on the memorial path and £6,679 on the development of Ship Street play area. (2 mins)

## 7. Play areas

(a) To note the play area reports circulated and agree action to be taken. (3 mins)

(b) To note that the annual RoSPA inspections will take place week beginning 25/07/22 (1 min)

## 8. Community orchards

To consider installing appropriate signage (3 mins)

## 9. Marshlands

To note progress with regard to setting up a working group to manage the site along similar lines to Hob Hey Wood and Manley Road Copse. (3 mins)

## 10. Cemetery

(a) To consider quotation of £298 from NTC to carry out headstone testing on 500 plots under ICCM guidelines and provide written report with defects. (3 mins)

(b) To consider purchasing Sanctum 2000 vaults for cremated remains (3 mins)

## 11. Clerk's report

To receive any additional report and consider any actions to be taken. (2 mins)

## 12. Memorial path

(a) To note that the pre-contract meeting with Hoticon Ltd, Harrison Design Development, Cllr P Griffiths and J O'Donoghue (Town Clerk) was held on 4<sup>th</sup> July and the purchase order was issued and contract signed and witnessed. (2 mins)

(b) To note that the works are scheduled to begin on 15<sup>th</sup> August with a scheduled timescale of 8 weeks (2 mins)

(c) To note that a secure compound will be required at the gates to the memorial and that the Clerk will publicise the works which will be taking place. (2 mins)

## 13. Ship Street play area

(a) To note that the pre-contract meeting with Hoticon Ltd, Stephenson Haliday (RSK), Cllr P Griffiths and J O'Donoghue (Town Clerk) took place on 5<sup>th</sup> July and the purchase orders were issued and contracts signed and witnessed. (2 mins)

(b) To note that the works are scheduled to begin on 8<sup>th</sup> August with a scheduled timescale of 13 weeks) (2 mins)

(c) To note that the play equipment from Jupiter on 28/06/2022 with a 12-week lead time. (2 mins)

(d) To agree that the play area remains locked for the duration of the works to enable secure storage of equipment and allow landscaping works to settle and grass to grow. (2 mins)

(e) To note that there is an 18 month maintenance period following practical completion of the works ending May 2024 which remains the responsibility of Horticon. (2 mins)

(f) To agree publication of works to take place.

## 14. Clerk's report

To receive any additional report and consider any actions to be taken. (2 mins)

## 15. Date of next meeting – 8<sup>th</sup> August 2022

## 16. Close of meeting

SIGNED:



TOWN CLERK

DATE: 5<sup>th</sup> July 2022