

Minutes from the **Amenities Committee Meeting** held in Gallery 1, Castle Park Arts Centre, Castle Park, Frodsham, WA6 6SE on **Monday 12th June at 7pm**

Attended by: Cllr Hayes (Chair), Cllr Lofts (Vice Chair), Cllr J Critchley, Cllr Eakin, Cllr Holman, Cllr Lowrie, Cllr Moorcroft, Cllr Sumner & J O'Donoghue (Town Clerk)
Also attended by: Cllr D Critchley & Cllr Pennington (non-committee members) & 1 member of the public

Meeting 1

1. To appoint a Chair

RESOLVED: Cllr Hayes was unanimously elected.

2. To appoint a Vice Chair

RESOLVED: Cllr Lofts was unanimously elected as Vice Chair.

3. Apologies and reasons for absence

To receive apologies and note reasons for absence from members.

NOTED: There were no apologies.

4. Declarations of interest

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

NOTED: Cllr Sumner declared an interest in item 11 as a members of Green Gates Community Project.

5. Public participation

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: No member of the public wished to speak.

6. Approval of minutes

To approve and sign the minutes of the Amenities Committee held on 17th April 2023.

RESOLVED: The minutes of the Amenities Committee held on 17th April 2023 were approved and signed.

7. Terms of reference

To note that the terms of reference were approved by full council on 24th April 2023.

NOTED: The terms of reference were noted.

8. Budget 2023-24

To note the budget agreed by full council on 9th January 2023.

NOTED: The annual budget was noted.

9. Play area inspections

- (a) To note the annual inspections carried out by RoSPA Play Safety at Churchfields, Top Road, Park Lane and Townfield Road.

NOTED: It was noted that the inspections have been carried out and grading low to medium risk. It was further noted that Green Gates Community park was inspected prior to the opening by the equipment installers.

- (b) To note the summary report provided by the Clerk.

NOTED: The report was noted.

(c) To agree actions to be taken.

RESOLVED: (i) It was agreed to arrange a meeting with Northwich Town Council to consider the SLA and any revisions required to the contract. The meeting is to be attended by Cllrs Lofts, Hayes & J O'Donoghue. **ACTION: JO**

(ii) It was agreed to obtain quotes for the works required and to set up a rolling programme of works beginning with those assessed with the highest criteria. **ACTION: JO**

(iii) Town Clerk to forward copy of SLA for grounds maintenance to Cllr Lofts. **ACTION: JO**

10. Tarvin Road Cemetery

(a) To note the tree survey report.

NOTED: The report was noted.

(b) To note that 2 quotations have been received for tree works identified by the survey.

NOTED: It was noted that 2 quotations have been received from contractors who have carried out previous tree works for the council.

(c) To appoint a contractor to carry out the tree works.

RESOLVED: It was unanimously agreed to accept the lowest quotation at a cost of £2,600 from Northwich Town Council. **ACTION: JO**

11. Green Gates Park

(a) To receive a verbal report from Cllr Hayes following the opening of Green Gates Park.

NOTED: It was noted that the opening on 27th June was well received and attended by local residents and that Green Gates Community Project provided the entertainment and face painting.

(b) To consider installation of a noticeboard on the park instead of installing various mounted signs.

RESOLVED: It was agreed to relocate the noticeboard from outside Weaver Vale Primary School to Green Gates Park. **ACTION: JO**

(c) To note that the cost of watering the plants (per visit) is £250 and that this sum was included in the original quotation from Horticon.

NOTED: The cost was noted and the Clerk reported that it had not been possible to secure a lower quote. Watering was instructed week beginning 5th June. Further visits may be necessary depending on the weather.

(d) To note that regular inspections of the play area will be added to the SLA for Northwich Town Council together with emptying the bins.

NOTED: The inspections and bins have been added to the SLA.

(e) To consider installing self-closing gates.

RESOLVED: It was agreed not to install self-closing gates to the side entrances as the gates to not exit onto a roadway.

(f) To agree any further actions to be taken.

NOTED: No further actions were agreed.

12. Allotments

To consider purchase of software to map and manage allotments at an initial cost of £600 with ongoing annual fee of £139 fixed for a 5-year period. This would represent a considerable saving in admin time to manage the allotments going forward.

RESOLVED: (i) It was unanimously agreed to purchase the software. **ACTION: JO**
(ii) It was agreed to investigate whether Cheshire West and Chester Council would be prepared to lease/gift a section of Salt Works for use as an additional allotment site.

13. Town Clock

- (a) To note that works have been approved to carry out repairs to the clock face and hands which requires a lane closure to complete the works. The cost of the lane closure is in the region of £2,000 and will require permission from CWAC Highways.

NOTED: The necessity for the road closures was noted.

- (b) To note that the clock column is in need of refurbishment.

NOTED: The works were noted.

- (c) To note that a quotation has been sought from Smith of Derby to carry out the works to the clock and column and this will be available at the meeting (report to be received 12th June 2023). It is anticipated that the total cost will be in the region of £15,000 to £20,000 and that grant funding is available.

- (d) To agree actions to be taken.

RESOLVED: (i) It was agreed to carry out a consultation with residents via social media to ask for suggestions/opinions on re-siting the clock. **ACTION: JO**

(ii) It was agreed to ask Smith of Derby to hold the quote pending responses from consultation with residents. **ACTION: JO**

(iii) It was agreed to seek grant funding following consultation with residents as to the location of the clock. **ACTION: JO**

(iv) Clerk to check whether the town clock is listed. **ACTION: JO**

14. Clerk's report

To receive any additional report

NOTED: It was noted that tree watering is included in the contract for provision of oak tree on the memorial site.

15. Date of next meeting – 10th July 2023

NOTED: The date of the next meeting was noted.

16. Close of meeting

NOTED: The meeting closed at 19:42.