



Frodsham
TOWN COUNCIL

Amenities Committee – 12th February 2024

Meeting pack

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Councillors named below are summoned to attend the **Amenities Committee Meeting to be held** in Gallery 1, Castle Park Arts Centre, Castle Park, Frodsham, WA6 6SE on **Monday 12th February 2024 at 7pm**

Members of the press and public are welcome to attend

Committee Members: Cllr Hayes (Chair), Cllr Lofts (Vice Chair), Cllr J Critchley, Cllr Eakin, Cllr Holman, Cllr Lowrie, Cllr Moorcroft, Cllr Sumner
Town Clerk: Jo O'Donoghue

Meeting 9

1. Apologies and reasons for absence

To receive apologies and note reasons for absence from members.

2. Declarations of interest

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

3. 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.

4. Approval of minutes

To approve and sign the minutes of the Amenities Committee held on 15th January 2024 (included in meeting pack).

5. Finance report

To note the report provided by the Clerk

6. Green Gates Community Park

- (a) To note the report from the meeting held with Stephenson-Halliday on 5th February 2024.
- (b) To agree any further actions to be taken.

7. Town Clock

- (a) To note that the clock is not currently working.
- (b) To consider bringing forward the refurbishment, planned for April 2024 using reserves from the 2023-2024 financial year.

8. Community orchards

- (a) To consider the future of Ship Street Orchard and Hawthorne Road Orchard.
- (b) To agree action to be taken.

9. Top Road play area

- (a) To note the report provided by the Clerk.
- (b) To agree action to be taken.

10. Tarvin Road Cemetery

- (a) To note that the burial fees for non-Frodsham residents were increased by 8.3% in August 2022.
- (b) To agree any action to be taken.

11. Clerk's report

To receive any additional report.

12. Date of next meeting – 11th March 2024

13. Close of meeting

Signed:  Town Clerk

Dated: 7th February 2024



Minutes from the **Amenities Committee Meeting** held in Gallery 1, Castle Park Arts Centre, Castle Park, Frodsham, WA6 6SE on **Monday 15th January 2024 at 7pm**

Members of the press and public are welcome to attend

Attended by: Cllr Hayes (Chair), Cllr Lofts (Vice Chair), Cllr J Critchley, Cllr Eakin, Cllr Holman, Cllr Lowrie, Cllr Moorcroft & J O'Donoghue (Town Clerk)

Also attended by: 2 members of the public

Meeting 8

1. Apologies and reasons for absence

To receive apologies and note reasons for absence from members.

RESOLVED: Apologies were received and accepted from Cllr Sumner (personal).

2. Declarations of interest

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

NOTED: There were no declarations of interest.

3. 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.

NOTED: 1 member of the public suggested that: Active Travel and Climate Action should have separate pages on the council website; FTC should consider making a contribution to the cost of solar panels at Castle Arts Centre under Climate Action and consider using the budget code for signage on the community orchards for this purpose.

4. Approval of minutes

To approve and sign the minutes of the Amenities Committee held on 11th December 2023 (included in meeting pack).

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

5. Terms of reference

(a) To consider amended terms of reference to include Climate Action and Active Travel.

RESOLVED: The amended terms of reference for the Amenities Committee were unanimously approved.

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

6. Grounds Maintenance Service Level Agreement

To note that the SLA has been amended to include pruning at the community orchards (Hawthorn Road and Churchfields) together with additional inspections and grass cutting on Green Gates Community Park. The SLA covers the period 1/01/2024 to 31/12/2026.

NOTED: The amendments were noted together with the minor increase of £800 to include Green Gates Community Park and pruning in Churchfields and Hawthorne Road orchards. Clerk to add the SLA to the website. **ACTION: JO**

7. Hob Hey Wood

To note the Annual Report.

NOTED: The report was noted. It was also noted that the 2024 calendars have sold out contributio £927.00 towards future projects.

8. Green Gates Community Park

To note that a meeting is being arranged with Stephenson-Haliday to discuss concerns in relation to the park. The meeting will be attended by Cllr Hayes, Cllr Lofts and Paul Davies (Public Realm and Contracts Manager, Northwich Town Council).

NOTED

9. Community Orchards

- (a) To receive a report from working group with regards to appropriate signage (Cllrs Sumner, Eakin, Holman and Lowrie).

NOTED: The item was deferred as no report was available.

- (b) To agree action to be taken.

RESOLVED: It was agreed to consider the future of Ship Street Orchard and Hawthorne Road Orchard at the next Amenities Committee Meeting.

10. Clerk's report

To receive any additional report

NOTED: There was no additional report.

11. Date of next meeting – 12th February 2024

NOTED

12. Close of meeting

The meeting closed at 19:11

Detailed Income & Expenditure by Budget Heading 01/02/2024

Ref: 12/02/2024/5

Month No: 10

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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>170 Amenities</u> | | | | | | | | |
| 2021 Grounds Maintenance SLA | 8,967 | 26,779 | 36,000 | 9,221 | | 9,221 | 74.4% | |
| 4130 Professional Fees | 0 | 9 | 0 | (9) | | (9) | 0.0% | |
| 4514 Winter Gritting | 125 | 467 | 1,000 | 533 | | 533 | 46.7% | |
| 4516 War Memorial Maintenance | 0 | 275 | 1,000 | 725 | | 725 | 27.5% | |
| 4517 CCTV | 0 | 5,000 | 4,750 | (250) | | (250) | 105.3% | |
| 4760 Play areas add works | (3,780) | 0 | 0 | 0 | | 0 | 0.0% | |
| 4802 Annual RoSPA | 0 | 325 | 350 | 25 | | 25 | 92.9% | |
| 4803 Play Area repairs/refurb | 9,985 | 10,485 | 10,000 | (485) | | (485) | 104.8% | |
| 4804 Tree Works | 0 | 970 | 3,000 | 2,030 | | 2,030 | 32.3% | |
| 4805 Hob Hey Wood | 4,267 | 4,804 | 2,000 | (2,804) | | (2,804) | 240.2% | |
| 4806 Defibrillator Maintenance | 215 | 1,464 | 1,000 | (464) | | (464) | 146.4% | |
| 4809 Rent & Rates | 0 | 0 | 1,100 | 1,100 | | 1,100 | 0.0% | |
| 4811 Street Furniture | 0 | 1,835 | 1,000 | (835) | | (835) | 183.5% | |
| 4812 Xmas Light Bulbs | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4813 Additional grounds maint | 2,048 | 2,853 | 2,000 | (853) | | (853) | 142.7% | |
| 4814 Manley Road Copse | 0 | 748 | 1,000 | 252 | | 252 | 74.8% | |
| 4815 Marshlands | 0 | 18 | 2,000 | 1,982 | | 1,982 | 0.9% | |
| 4816 Active Travel Dev't Fund | 150 | 150 | 30,000 | 29,850 | | 29,850 | 0.5% | |
| 4817 Climate Action | 5,270 | 10,000 | 10,000 | 0 | | 0 | 100.0% | |
| 4818 Churchfields Safety Flooring | 0 | 0 | 17,000 | 17,000 | | 17,000 | 0.0% | |
| 4819 Accessible Play Equipment | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4991 Memorial Path | 0 | 7,711 | 0 | (7,711) | | (7,711) | 0.0% | 1,315 |
| 4999 Ship Street Play Area | 0 | 109,856 | 0 | (109,856) | | (109,856) | 0.0% | 105,723 |
| 5000 Annual RoSPA | 0 | 339 | 0 | (339) | | (339) | 0.0% | |
| 8000 Town Clock | 240 | 1,264 | 5,000 | 3,736 | | 3,736 | 25.3% | |
| Amenities :- Indirect Expenditure | 27,487 | 185,351 | 139,200 | (46,151) | 0 | (46,151) | 133.2% | 107,038 |
| Net Expenditure | (27,487) | (185,351) | (139,200) | 46,151 | | | | |
| 6000 plus Transfer from EMR | 0 | 107,038 | | | | | | |
| Movement to/(from) Gen Reserve | (27,487) | (78,313) | | | | | | |
| Grand Totals:- Income | 0 | 0 | 0 | 0 | | | 0.0% | |
| Expenditure | 27,487 | 185,351 | 139,200 | (46,151) | 0 | (46,151) | 133.2% | |
| Net Income over Expenditure | (27,487) | (185,351) | (139,200) | 46,151 | | | | |
| plus Transfer from EMR | 0 | 107,038 | | | | | | |
| Movement to/(from) Gen Reserve | (27,487) | (78,313) | | | | | | |

Green Gates Community Park - Meeting Report

Date: 5th February 2024

Attendees:

Cllr Wade, Cllr Lofts, Jo O'Donoghue (Town Clerk), Paul Davis ((Public Realm and Contracts Manager, Northwich Town Council) & with Lynne Houlbrooke, (Director, Stephenson-Halliday)

Agenda:

- Discussion on various issues with the installation of the play area.
- Consider solutions to address the identified issues.

Items discussed:

1. **Large swathes of bare earth:** Identified as a significant concern affecting the aesthetics of the park and potentially leading to soil erosion.
2. **Sparse planting/plants not taken:** Noted that some areas where planting was carried out have not seen desired growth or have sparse vegetation.
3. **Bare earth/concrete around the slide:** Safety concern due to potential accidents and also detracts from the visual appeal of the play area.
4. **Seed bags not seeded/grown:** Inefficiency in the seeding process leading to wasted resources and unfulfilled expectations.
5. **Talking tubes not working:** Technical malfunction of an attraction in the park, impacting visitor experience.
6. **Roundabout not working correctly:** Functional issue with a play equipment, needing immediate attention for safety and user enjoyment.
7. **Water-logged wildflower area:** Drainage problem affecting the health of the wildflowers and overall ecosystem balance.
8. **Standing water underneath wooden bridge:** Safety hazard and potential structural damage to the bridge if not addressed promptly.
9. **No camomile grass around wooden structures:** Aesthetic concern and deviation from the planned landscaping design.
10. **Snagging reports:** Issues identified in snagging reports by Stephenson-Halliday have not been actioned and detailed reports from maintenance visits have not been provided.

Solutions:

1. **NTC Investigations:** NTC will conduct thorough investigations into the malfunctioning roundabout and whispering funnels on 13th February to determine the root cause of the issues.
2. **Follow-up by Lynne Houlbrooke:** Stephenson Halliday will follow up on the investigation findings and escalate complaints to senior management within Horticon to ensure timely resolution.
3. **Communication Improvement:** Horticon have failed to respond to emails promptly, emphasising the need for better communication channels
4. **Corrective Measures:** Implement corrective measures for incorrect seeding and planting, ensuring proper techniques are employed for future projects.
5. **Replacement of Trellis:** NTC to quote for the replacement of trellis where necessary to maintain structural integrity and aesthetics.

Conclusion: The meeting concluded with a comprehensive understanding of the issues plaguing the park and a clear plan of action to address each concern systematically.

Report: Proposal for survey on Top Road play area

Introduction: Top Road play area has been a part of the community for years, serving as a recreational space for families, particularly those with toddlers. However, recent concerns have arisen regarding its lack of use, poor accessibility, and limited amenities. In light of these issues and the pressing need to allocate resources effectively, this report proposes conducting a survey to assess the current use of the play area and explore the potential for the park's future.

Objectives:

1. Evaluate the current usage patterns of Top Road play area, focusing on the frequency of visits and the demographic profile of visitors, especially families with toddlers.
2. Identify the main barriers to access, including concerns related to parking, path conditions, and the presence of bullocks in the surrounding field.
3. Gather feedback from park users regarding their satisfaction with the existing facilities and amenities, as well as their suggestions for improvement.
4. Assess the community's willingness to support measures to enhance the accessibility and usability of the park, considering the budgetary constraints faced by the council.

Methodology:

1. Survey design: Develop a structured questionnaire encompassing key aspects such as frequency of park visits, modes of transport used, perceived accessibility challenges, satisfaction with facilities, and willingness to support improvement initiatives.
2. Data collection: Implement a multi-pronged approach to maximize participation and reach a representative sample of park users.
3. Data analysis: Conduct a thorough analysis of survey responses to identify trends, patterns, and areas requiring attention. Prioritise action points based on feasibility and potential impact, considering the council's limited funding.

Potential survey questions:

1. How often do you visit Top Road play area with your family, including toddlers?
2. What is your primary mode of transport when visiting the park?
3. On a scale of 1 to 5, how would you rate the accessibility of the park, with 1 being very poor and 5 being excellent?
4. What are the main challenges you encounter when accessing the park? (e.g., parking issues, muddy path, presence of bullocks)
5. Are you satisfied with the current facilities and amenities available at the park? If not, please specify areas for improvement.
6. Any additional comments or suggestions for enhancing the park's appeal and functionality?

Conclusion: A survey on Top Road play area presents an invaluable opportunity to gather insights from the community regarding its usage, accessibility issues, and potential solutions for improvement. By engaging with park users and stakeholders, the council can make informed decisions about the park's future, considering the competing demands on limited resources. The findings of the survey will inform strategic planning and investment decisions.