

Minutes from the Amenities & Planning Committee Meeting held on 17th November 2025 at Castle Park Arts Centre at 7pm

Attended by: Cllr D Critchley, Cllr J Critchley, Cllr R Drapeur (Vice Chair), Cllr H Hayes, Cllr A Holman, Cllr R Lofts (Chair), Cllr P Lowrie, Cllr M Nield, Cllr B Wade

Also attended by: 1 member of the public

Meeting 6

1. Apologies and reasons for absence

To receive apologies and approve reasons for absence from members.

RESOLVED: Apologies were received and accepted from Cllr Wood.

2. Declarations of interest

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

NOTED: Cllr Hayes declared an interest in item 10 as Chair of Hob Hey Wood Friends Group (HHWFG).

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: <https://frodsham.gov.uk/wp-content/uploads/2023/10/Publicspeaking-at-meetings-2023.pdf>

NOTED: No member of the public wished to speak.

4. Approval of minutes

To approve the minutes from the Amenities & Planning Committee Meeting held 13th October 2025.

RESOLVED: The minutes from the Amenities & Planning Committee Meeting held 13th October 2025 were approved.

5. Finance Report Qtr 2

To note the finance report provided by the Clerk and that all items are currently on track.

NOTED

6. CIL Funding

(a) To note the report from the Town Clerk

NOTED

(b) To consider the recommendations within the report

RESOLVED: It was agreed to put the funds into a CIL earmarked funds for a decision at a later date.

ACTION: JO

7. Halton Borough Council

To note the extension of the Council's Call for Sites period, which will run until the 5th December 2025. This is a 6-week extension to the original deadline of the 24th October and FTC has been notified as FTC has expressed an interest in Local Plan Development.

NOTED

8. To consider the following planning applications:

Reference	Address	Description	Decision
25/03248/FUL	35 Coniston Drive, Frodsham, WA6 7LR	Remove cladding from existing dormer located on the front elevation, alter window positions and opening sizes, Install new cladding and new windows	RELEVANT POLICIES: R1, M4, DM11 NO OBJECTION
25/03275/FUL	Sunday School, Bradley Lane, Frodsham, WA6 6PX	Replacement of existing east lean-to with single-storey extension to provide workshop and utility, and adaptation of existing rear with low-height zinc-clad walls and flat roof with electric roof light to extend first floor en-suite	RELEVANT POLICIES: DM46, R1, M4, DM11, DM44 NO OBJECTION subject to the agreement of the Conservation Officer and it meeting the provisions of Supplementary Planning Document: House Extensions and Domestic Outbuildings
25/03375/FUL	2 Foxglove Court, Frodsham, WA6 7QG	Erection of two storey side extension, alterations to existing garage	RELEVANT POLICIES: R1, M4, DM11 NO OBJECTION subject to it meeting the provisions of Supplementary Planning Document: House Extensions and Domestic Outbuildings
25/03342/FUL	41 Fluin Lane, Frodsham, WA6 7QL	Erection of a two-storey rear extension with a render finish, including additional render to all extension walls as approved under planning application 25/01058/FUL.	RELEVANT POLICIES: R1, M4, DM11, DM44 NO OBJECTION subject to it meeting the provisions of Supplementary Planning Document: House Extensions and Domestic Outbuildings
24/03462/FUL	8 Hillfield, Frodsham, WA6 6DA	Demolition of the existing single-storey side and rear conservatory, construction of a replacement single-storey side and rear extension, extension to the existing first-floor bathroom at the rear, and a second first-floor rear extension to accommodate a new en-suite bathroom, along with the installation of a new driveway to the front of the dwelling.	RELEVANT POLICIES: R1, M4, DM11, DM44 NO OBJECTION subject to it meeting the provisions of Supplementary Planning Document: House Extensions and Domestic Outbuildings

9. Grounds Maintenance SLA

- (a) To note the report provided by the Town Clerk.

NOTED

- (b) To note that the 2026–2027 Service Level proposal received from Northwich Town Council maintains nearly identical service coverage to the 2025–2026 contract, with the only substantive difference being the removal of a £790 pruning item (Hob Hey Orchard) subject to approval of item 9 (below). This yields a 2.17% reduction in the annual contract value, while maintaining the same frequency and scope of maintenance activities elsewhere and also includes an addition 4 visits per year to Green Gates Community Park at no additional charge. Operationally, the agreements remain consistent, ensuring continuity in grounds maintenance standards for Frodsham Town Council. A full copy of the quotation has been provided to Amenities Committee Members.

NOTED

- (c) To approve the amended SLA for the period 1st January 2026 to 31st December 2026.

RESOLVED: It was unanimously agreed to approve the amended grounds maintenance SLA for the period 1st January 2026 to 31st December 2026.

ACTION: JO

10. Hob Hey Wood

To consider a proposal for the Hob Hey Wood Friends Group (HHWFG) volunteers to continue the annual orchard pruning, with the associated funding redirected from the grounds maintenance SLA to the Hob Hey Wood budget.

RESOLVED: It was agreed to note that a moths survey will currently be getting underway and that the decision as to the funding for Hob Hey Wood will be deferred to the Full Council Meeting due to take place on 24th November 2025.

ACTION: JO

11. Tarvin Road Cemetery

- (a) To note that FTC has received positive feedback from members of the public regarding the high standard of maintenance at the cemetery.

NOTED

- (b) To approve the quotation in the sum of £1,250 to (a) crown lift row of mixed species to clear gravestones and (b) crown lift several trees in middle area and smaller row at entrance side of site.

ACTION: JO

RESOLVED: The quotation in the sum of £1,250 to (a) crown lift row of mixed species to clear gravestones and (b) crown lift several trees in middle area and smaller row at entrance side of site was unanimously approved.

ACTION: JO

12. Christmas lights

- (c) To note the update report.

NOTED: The Town Clerk provided an update and it was noted that the last section of replacement lights in front of Old Hall will be installed by 23rd November in time for the switch-on ceremony on the 29th November 2025.

- (d) To agree any further actions to be taken.

NOTED: The Town Clerk will establish the mechanism used for the timing of the lights.

ACTION: JO

13. Active Travel

- (a) To receive an update from Cllr Holman.

NOTED: Cllr Holman submitted a written report regarding Active Travel's response to the solar farm application V251116.

(b) To agree any action to be taken.

RESOLVED: It was agreed that Cllr Holman will provide a PDF version of the report for circulation to all councillors prior to the next Town Council meeting to be held on 24th November 2025.

ACTION: AH

14. Street furniture

(a) To consider the replacement of the damaged noticeboard on Ship Street, noting that the door can no longer be fully opened. The estimated cost of replacement is approximately £1,000. Committee is asked to authorise the Clerk to proceed with the purchase before year end, to be funded from budget code 4811 (Street Furniture), which has a remaining budget of £1,000.

RESOLVED: Cllr J Critchley will consult with the shop owners on St Hildas Drive regarding relocating the noticeboard. The Town Clerk is authorised to arrange the purchase and installation of a new board once approvals are confirmed.

ACTION: JC/JO

(b) To note that the noticeboard attached to the former TSB building requires replacement, and that permission from the current property owners will need to be obtained before any replacement work can proceed.

RESOLVED: Cllr H Hayes will consult with the owners of the gym on Main Street regarding relocating the noticeboard. Council will consider replacement during the budget setting meeting to be held on 12th January 2026.

ACTION: HH

15. Action log

To note the action log provided by the Town Clerk and confirm or update the status of outstanding actions.

NOTED

16. Close of meeting

The meeting closed at 7.42pm.