

1 Objectives

- 1.1 To provide and maintain local amenities in an efficient & cost-effective manner.
- 1.2 To promote health & safety of the people through co-operation with FTC partners.
- 1.3 To co-operate with FTC partners regarding road traffic & related issues.
- 1.4 To monitor and maintain; public rights of way in Frodsham, marshlands, Memorial Field, Crowmere & Manley Road Copse; Community Orchards; Hob Hey Wood; Tarvin Road Burial Ground; Town Clock; play areas and allotment sites to ensure preservation for future generations.
- 1.5 To enhance the town's environment through maintenance and improvement of FTC's open spaces and the planting and care of trees.
- 1.6 To consider and respond to all planning applications received from Cheshire West and Chester Council.

2 Composition

- 2.1 Membership: Committee will consist of councillors appointed at the Annual Town Council Meeting.
- 2.2 Chairmanship: The committee will elect a chair from its members at its first meeting each year following the Annual Town Council Meeting.
- 2.3 Meetings: The Council will produce a schedule of meetings at the Annual Town Council Meeting. The committee may call extra ordinary meetings as necessary.
- 2.4 Voting: Only councillors who are members of the committee will have a vote.
- 2.5 The Quorum for a meeting will be a minimum of 3 councillors.
- 2.6 The Councillors Code of Conduct will apply to all members of the committee.
- 2.7 The conduct of meetings (declaration of interests, debate, voting etc) will be governed by the council's standing orders.

3 Rights & Powers

- 3.1 The committee may spend monies subject to the following limitations:
 - extent of the committee's budget (Appendix A).
 - amount of expenditure on any single transaction as per spending limits.

- 3.2 The committee may make recommendations to the council for consideration and approval.
- 3.3 The committee may appoint working groups for a specified purpose with the approval of Council. Such groups will be task and finish groups and will operate under terms of reference agreed by the committee. Any working groups will be required to make notes at meeting and produce written reports to the Amenities and Planning Committee. Working groups cannot make any decisions only recommendations.

4 Responsibilities

- 4.1 To monitor and manage the approved Amenities Committee budget (Appendix A), approved Tarvin Road Burial Ground budget (Appendix B) and approved allotment budget (Appendix C).
- 4.2 The committee is responsible for the production of written estimates of proposed expenditure by the committee for the next financial year for submission to FTC for approval no later than the council's meeting in November of the current year.
- 4.3 To manage all aspects of Hob Hey Wood, Memorial Field, Crowmere, Community Orchards, Manley Road Copse, Marshlands, marl pits, play areas, Tarvin Road Burial Ground and allotment sites.
- 4.4 To manage the winter gritting scheme.
- 4.5 The committee's remit extends to the provision and maintenance of the following facilities and services: floral displays (including hanging baskets and planters), public access defibrillators, seats, commemorative seats and commemorative plaques; town bowling green.
- 4.6 The Committee is responsible for monitoring the Service Level Agreements for grounds maintenance and Town Clocks.
- 4.7 The Committee may make responses to planning applications which require a response outside of a formal meeting using the following agreed process: The Assistant Clerk will send all applications with a response date between meetings, where an extension date has been denied, to all members of the committee for their comments; members of the committee to send their comments to Cllr Critchley; Cllr Critchley to co-ordinate the response and send final comments to the Assistant Clerk; Assistant Clerk to respond to CWAC; Assistant Clerk to put all comments on the next relevant Planning Committee agenda to note (minute reference: 08/02/2024/6a).

APPENDIX A
AMENITIES COMMITTEE BUDGET 2026-2027

2026-2027		
170	Amenities	
2021	Grounds Maintenance SLA	£ 40,000.00
4514	Winter Gritting	£ 4,000.00
4516	War Memorial maintenance	£ 1,000.00
4517	CCTV	£ 5,500.00
4760	Play areas add works	£ 4,000.00
4802	Annual RoSPA	£ 400.00
4804	Tree Works	£ 3,000.00
4805	Hob Hey Wood	£ 3,800.00
4806	Defibrillator Maintenance	£ 1,300.00
4808	Daffodil Bulbs	£ 600.00
4809	Rent (Townfield Lane)	£ 1,100.00
4811	Street Furniture	£ 2,000.00
4812	Xmas Light Bulbs	£ 1,000.00
4813	Additional grounds maintenance	£ 6,000.00
4814	Manley Road Copse	£ 500.00
4815	Marshlands	£ 2,000.00
	TOTAL EXPENDITURE	£76,200.00

135	Allotments	
4140	Subscriptions & Memberships	£55.00
4210	IT software	£0.00
4320	Maintenance	£300.00
4600	Utilities	£120.00
	TOTAL ALLOTMENT EXPENDITURE	£475.00

130	Cemetery	
4140	Subscriptions & Memberships	£100.00
4210	IT	£500.00
4250	Rates	£1,607.00
4320	Maintenance	£1,200.00
4550	Plaques & Memorials	£500.00
4560	Waste Removal	£1,200.00
4600	Utilities	£1,000.00
	TOTAL CEMETERY EXPENDITURE	£6,107.00

	TOTAL AMENITIES BUDGET	£82,782.00
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COMMITTEE MEMBERSHIP 2026-2027

At the Annual Town Council Meeting held on 18th May 2026, the following councillors were appointed to the committee: Cllrs J Critchley, D Critchley, Drapeur, Hayes, Holman, Hook, Lofts, Neild, Wade and Wood. At the extra ordinary Town Council Meeting held on 1st June 2026, Cllr Lowrie was appointed to the committee.

COMMITTEE CLERK 2025-2026

Jo O'Donoghue (Town Clerk)

ⁱ The Amenities Committee and Planning Committee were amalgamated at the Full Town Council Meeting held on 27th January 2025 (Minute reference: 27/01/2025/11a/b)