



Amenities & Planning Committee Meeting

13th June 2026

Meeting pack

Contents

Agenda

Item 5	Minutes from the meeting held 8/06/2026
Item 6a	Planning applications (responded)
Item 10d	SSSI report
Item 11a	Foraging activities report

The following councillors are summoned to attend the Amenities and Planning Committee Meeting to be held on 13th July 2026 at Castle Park Arts Centre at 7pm

Members: Cllrs J Critchley, D Critchley, Drapeur (Vice Chair), Hayes (Chair), Holman, Hook, Lofts, Lowrie, Neild, Wade and Wood

Members of the press and public are welcome to attend. The meeting will be audio recorded.

Signed: *Jo O'Donoghue (FSLCC)* Town Clerk

Dated: 7/07/2026

Meeting 2

1. Apologies and reasons for absence

To receive apologies and approve reasons for absence from members.

2. Declarations of interest

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

3. Suspending Standing Orders

To note Standing Orders require that any suspension be approved by resolution of the meeting, in accordance with Standing Orders 1(r)(ix) and 25(a). This process will apply to all items other than agenda item 4.

4. 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>

5. Approval of minutes

To approve the minutes from the Amenities & Planning Committee Meeting held 8/06/2026.

6. Planning

- To note the applications which have been commented on between meetings (details within meeting pack).
- To note the following planning applications and agree response to Cheshire West and Chester Council:

Application	Address	Detail
26/01914/CAT	Westward House, Vicarage Lane, Frodsham, WA6 7DX	Removal of dead/dying holly hedge on roadside wall and replace with beech hedge
26/01805/FUL	Dunsdale Cottage Carriage Drive Frodsham WA6 6EE	Two storey side extension and two storey front porch extension.
26/01263/FUL	7 Buttermere Close, Frodsham, WA6 7LL	Single storey side/rear extension, and single storey rear extension

7. Christmas lights (Church Street)

To note that the completion certificate has been received and filed.

8. Replacement benches

To note that the works have been instructed for replacement benches at Crowmere Lake and Churchfields.

9. Giant Hogweed (memorial site)

- a) To note that Cllr Lofts (Chair 2025-2026) authorised the survey and management report.
- b) To consider the 2 quotes received for treatment: Quote A £240 per treatment and Quote B £306 per treatment.

10. Hob Hey Wood Land Management, Potential Development and Future Protection

- a) *Adjacent Land*
To note reports of surveying activity on land adjoining Hob Hey Wood and receive any available update on potential development proposals.
- b) *Landowner Contact*
To note that letters were sent on 18 June 2026 to the owners of Title Number CH576470 inviting informal discussions regarding a potential future sale of the land, and that no response has been received.
- c) *Potential Land Acquisition*
To consider the strategic merits of acquiring land adjoining Hob Hey Wood, should the opportunity arise, to enhance biodiversity and help safeguard the woodland from future development.
- d) *Site of Special Scientific Interest (SSSI)*
To consider pursuing SSSI designation for Hob Hey Wood, agree responsibility for gathering the supporting evidence, and note that, once complete, the Town Clerk will submit an application on behalf of the Council, subject to any necessary approvals (see report on SSSI contained within the meeting pack).
- e) *Further Action*
To consider any further action in relation to the future protection of Hob Hey Wood and make recommendations to Full Council as appropriate.

11. Request for use of Hob Hey Wood for foraging activities

- a) To note the report provided by the Town Clerk.
- b) To consider the request.
- c) To agree any further action to be taken.

12. Tarvin Road Cemetery

- a) To approve the quotation of £1,350 for the following tree works: crown lift row of mixed species along righthand boundary; crown lift trees on central island; crown lift trees on left hand boundary.
- b) To consider the replacement of the cemetery signage, noting that the existing sign has deteriorated and requires renewal, and to include clear signage stating that dogs are prohibited within the cemetery, with the exception of assistance dogs.

13. Townfield Lane play area

- a) To note that the goal posts have been removed due to health and safety concerns.

- 14.** To note that a quotation has been requested for the replacement of the goal posts and to authorise the Town Clerk to instruct the works in accordance with Financial Regulation 5.15, which permits the Clerk to authorise expenditure of up to £500 (excluding VAT) under delegated authority, and expenditure of up to £2,000 (excluding VAT) in consultation with the Chair of the Council or the Chair of the appropriate Committee.

15. Close of meeting

Minutes from the Amenities and Planning Committee Meeting held on 8th June 2026 at Castle Park Arts Centre at 7pm

Attended by: Cllrs J Critchley, D Critchley, Drapeur (from Item 9), Holman, Hook, Lowrie, Neild, Wade and Wood & Jo O'Donoghue (Town Clerk)

At the beginning of the meeting Cllr J Critchley was appointed as Chair of the Meeting until the arrival of the appointed Vice Chair, Cllr Drapeur (item 9). Cllr Lofts (outgoing Chair), was unable to attend the meeting.

Meeting 1

1. To appoint a Chair of the Committee

RESOLVED: It was proposed by Cllr Wade, seconded by Cllr Lowrie and resolved to appoint Cllr H Hayes as Chair of the Amenities & Planning Committee for the period 8/06/2026 to 30/04/2027.

2. To appoint a Vice Chair of the Committee

RESOLVED: It was proposed by Cllr Wade, seconded by Cllr Lowrie and resolved to appoint Cllr R Drapeur as Vice Chair of the Amenities & Planning Committee for the period 8/06/2026 to 30/04/2027.

3. **Apologies and reasons for absence**

To receive apologies and approve reasons for absence from members.

RESOLVED: Apologies were received and accepted from Cllr H Hayes (personal), Cllr R Lofts (personal).

4. **Declarations of interest**

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

NOTED: There were no declarations of interest in items on the agenda.

5. **Suspending Standing Orders**

To note Standing Orders require that any suspension be approved by resolution of the meeting, in accordance with Standing Orders 1(r)(ix) and 25(a). This process will apply to all items other than agenda item 6.

NOTED

6. **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 attended the meeting.

7. **Approval of minutes**

To approve the minutes from the Amenities & Planning Committee Meeting held 18/05/2026.

RESOLVED: The minutes from the Amenities & Planning Committee Meeting held 18/05/2026 were unanimously approved and signed.

8. **Planning**

- a) To note the applications which have been commented on between meetings (details within meeting pack).

NOTED

- b) To note the following planning applications and agree response to Cheshire West and Chester Council as follows:

Application	Address	Description	Comments
26/01535/CAT	55 High Street, Frodsham, WA6 7AN	Oak - removal	RELEVANT POLICIES: DM46, R1, M4, DM11, DM44 NO OBJECTION due to safety concerns and subject to the agreement of the Conservation Officer
26/01432/FUL	Cromwell Court, Tarvin Road, Frodsham, WA6 6XN	Demolition of existing shed. Erection of single storey outbuilding	RELEVANT POLICIES: STRAT9, M4, DM11, DM17, GBC2, DM44 Following several agreed planning applications for extensions it was decided to demolish and re-build the property. In the period 2007-9 a number of revisions and restrictions were agreed with planning officers. The Planning Officer should ensure all previous restrictions are complied with.
26/01525/FUL	3 Church Street, Frodsham, WA6 7DN	Installation of defibrillator and bleed kit cabinets to external wall of Nationwide Building Society branch	RELEVANT POLICIES: DM46, DM14, R1, M4, DM11, DM14, DM44 This is in the Conservation area. There are already several defibrillators close by:- Sainsburys, District Taxis, Railway Station, Main Street Community Church, Fire Station. While FTC support the provision of defibrillators and bleed kits we would prefer a discussion with FTC and local police on establishing appropriate siting of the facilities around the town.
26/01534/FUL	20 Maori Drive, Frodsham, WA6 7BS	Demolition of existing conservatory and outbuilding and erection of a single storey side and rear extension	RELEVANT POLICIES: ENV9, R1, M4, DM11, DM44 NO OBJECTION subject to it meeting the provisions of Supplementary Planning Document: House Extensions and Domestic Outbuildings.

9. Planning Appeal - Consultee Notification of a Planning Appeal

Cllr R Drapeur joined the meeting and chaired the meeting as elected Vice Chair of the Committee from this point.

- a) **Site Address:** 46 Thirlmere Close, Frodsham, WA6 7LZ
Description of development: Demolition of existing store, single storey side extension and pitched roof to front porch. First floor extension with front and rear dormers, and a rise in roof height. Application of render to ground floor.
Planning or Enforcement ref: 26/00267/FUL
Planning Inspector ref: 6010251
Appeal reference: 26/00057/REF
Appeal start date: 28 May 2026

NOTED

b) FTC objected to this planning appeal at their Amenities & Planning Committee meeting on 9th March 2026 as follows: RELEVANT POLICIES: R1; M4; DM11; DM44: It does not appear to comply with a number of provisions in Supplementary Planning Document: House Extensions and Domestic Outbuildings. Concerns were raised by an adjacent neighbour.

NOTED

- c) To note that as this appeal is proceeding under the Householder Appeals Service, there is no opportunity for you to submit comments. CWAC have forwarded all the representations made on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

NOTED

10. Christmas lights (Church Street)

To note that the scheduled replacement works have been carried out.

RESOLVED: It was noted that the replacement works have been carried out according to the specification and quotation previously agreed and approved. **P a g e | 3** Town Clerk to request a completion report from the contractors.

ACTION: JO

11. RoSPA Report

- a) To note the report provided by the Town Clerk (full reports are available on request).

NOTED

- b) To approve the recommendations contained within the report (report in meeting pack).

RESOLVED: It was agreed to carry out works with a risk rating between 10 and 12 but to exclude the recommendation regarding the railings on Green Gates Community Park. Town Clerk to provide full copies of the RoSPA reports to all members of this committee.

ACTION: JO

12. Replacement benches

To approve the quotation provided by Northwich Town Council for replacement benches at Crowmere Lake and Churchfields in the sum of £1,057 per bench to include disposal of existing benches and installation of the new benches.

RESOLVED: It was agreed to accept the quotation and instruct replacement benches at Crowmere Lake and Churchfields in the sum of £1,057 per bench.

ACTION: JO

13. Giant Hogweed (memorial site)

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

NOTED

- b) To note that Cllr Lofts (Chair 2025-2026) authorised the survey and management report.

RESOLVED: The Town Clerk updated the Committee on the results of the survey and management report and it was resolved to seek a further quotation for the works due to the small scale of the infestation.

ACTION: JO

14. Active Travel

To note the locations of the noticeboards as discussed at the meeting held on 11th May 2026 (minute reference A&P/11/05/2026/10).

NOTED: Cllr Holman to request formal notification from CWAC that the boards, which are located on the footpaths/highways can be updated with the information provided by Active Travel.

ACTION: AH

15. Close of meeting

The meeting closed at 7.30pm

FTC Planning Report: 6 July 2026 prepared by Cllr J Critchley

26/01377/FUL: East Dene, Bridge Lane: Single storey side extension to form a new utility room, following the removal of the existing utility extension.

Relevant policies: DM11, R1, M4, DM44, DM45

NO OBJECTION subject to it meeting the provisions of Supplementary Planning Document: House Extensions and Domestic Outbuildings

26/01395/S73: 41 Fluin Lane: Variation of condition 2 (approved plans) of planning permission 25/03342/FUL (Erection of a two-storey rear extension with a render finish, including additional render to all extension walls, as approved under planning permission 25/01058/FUL) to alter the garage roof from a gable to a hip.

Relevant policies: DM11, R1, M4, DM44, DM45

NO OBJECTION N.B. Already approved by CWAC

26/01478/FUL: 11 Ennerdale Drive Erection of single storey front extension, and front porch.

Relevant policies: DM11, R1, M4, DM44, DM45

NO OBJECTION subject to it meeting the provisions of Supplementary Planning Document: House Extensions and Domestic Outbuildings

26/01591/FUL: Protos, Ince Biomass Power Plant, Marsh Lane, Ince Erection and operation of a Carbon Capture Plant to serve the Ince Bio Power facility

Input needed from councillors

26/01679/FUL: 1 Townfield Lane Two storey side extension, single storey rear extension and a front porch.

Relevant policies: DM11, R1, M4, DM44, DM45

NO OBJECTION subject to it meeting the provisions of Supplementary Planning Document: House Extensions and Domestic Outbuildings

The Bears Paw Hotel, 127 Main Street (3 planning applications)

Relevant policies: DM46, DM14, DM11, R1, M4, DM44, DM45

26/01747/LBC: Installation of replacement signage and 3 no. replacement flood lights.

OBJECT TO SIGN 2: The white modern font is out of keeping with this very prominent Grade II Listed building in the Conservation Area

OTHER SUBORDINATE SIGNAGE: NO OBJECTION, subject to the agreement of the Conservation Officer.

26/01749/LBC: Internal and external works of repair, redecoration and refurbishment of listed building, including external alterations comprising infilling of east elevation at ground floor to form accessible WC and new gates to store, minor works of repair and refurbishment to 'The Barn' and repairs to garden walls and new balustrade.

NO OBJECTION, subject to the agreement of the Conservation Officer.

26/01753/FUL: Minor external alterations comprising infilling of east elevation at ground floor to form accessible WC and new gates to store, installation of new fencing to existing refuse enclosure, repairs to garden wall and new balustrade and extension of patio within beer garden.

NO OBJECTION, subject to the agreement of the Conservation Officer.



Report: Sites of Special Scientific Interest (SSSI) – Requirements and Timescales for Action

Purpose

This report summarises the key statutory requirements placed upon landowners and occupiers of Sites of Special Scientific Interest (SSSIs), together with the relevant timescales for action, based on Natural England's publication *Sites of Special Scientific Interest – A Guide for Landholders*.

1. Overview

An SSSI is the highest national designation for the protection of wildlife and geological features in England. The designation places legal responsibilities upon owners and occupiers to ensure that the special interest of the site is protected and appropriately managed. Protection begins immediately upon formal notification by Natural England.

Requirements and Action Timescales

Requirement	Action Required	Timescale
Notification of SSSI	Land becomes legally protected following notification by Natural England.	Immediate legal protection begins on the date of notification.
Review Notification Pack	Read and understand the Citation, Site Management Advice, ORNECs (Operations Requiring Natural England's Consent), and SSSI boundary map.	As soon as practicable following notification.
Respond to Consultation	Submit comments on the site boundary, citation, management advice and regulated activities if appropriate.	During the consultation period before confirmation (Natural England confirms or withdraws the notification within 9 months).
Obtain Consent before Works	Give written notice to Natural England and obtain written consent before carrying out any operation listed in the site's ORNECs.	Before any work commences.
Seek Advice	Contact Natural England for free advice where proposed works may affect the SSSI.	Before submitting consent applications where appropriate.
Maintain Site	Manage land in accordance with the Site Management Advice to conserve or enhance the site's special features.	Ongoing.
Allow Monitoring	Permit Natural England (or appointed contractors) to inspect the site following appropriate notice.	Periodically; at least 24 hours' notice is normally given before entry unless an offence is suspected.
Ownership Changes	Notify Natural England where ownership or occupation changes.	As soon as reasonably practicable following the change.

Natural England Timescales

1. Notification Process

Natural England follows a five-stage designation process:

1. Evidence collection
2. Evidence review

3. Notification
4. Consultation
5. Confirmation

Where land satisfies the statutory criteria, it becomes protected immediately upon notification.

Natural England must decide whether to confirm, amend or withdraw the notification within **9 months**.

2. Consent Applications

Where proposed works require consent:

- Written notice must first be given to Natural England.
- No listed operation should commence until written consent has been received.
- Early discussion with Natural England is encouraged to avoid delays.

Failure to obtain consent before undertaking listed operations is a criminal offence and may result in enforcement action.

3. Condition Monitoring

Natural England periodically assesses every SSSI.

The assessment:

- measures whether the site is in "Favourable Condition";
- identifies management improvements where necessary;
- provides recommendations to land managers.

Although no fixed inspection interval is prescribed, visits generally occur every few years depending upon monitoring requirements.

4. Improvement Notices

Where an SSSI is not being properly managed:

Natural England may:

- negotiate voluntary management agreements;
- offer funded management agreements;
- prepare a Management Scheme;
- ultimately issue a Management Notice.

If a Management Notice is served:

- the required works become mandatory;
 - failure to comply within **2 months** constitutes an offence;
 - Natural England may undertake the works itself and recover the costs from the landholder.
-

Ongoing Responsibilities

Landholders should:

- understand the special interest features of the site;
 - follow the Site Management Advice;
 - avoid carrying out Operations Requiring Natural England's Consent without written approval;
 - cooperate with monitoring visits;
-

- seek advice before undertaking works;
- report changes in ownership or occupation;
- work with Natural England to maintain or improve site condition.

Enforcement

Natural England's approach is intended to be proportionate and collaborative, but enforcement powers are available where necessary.

Possible enforcement action includes:

- Compliance Notices
- Restoration Notices
- Stop Notices
- Monetary Penalties
- Voluntary Enforcement Undertakings
- Criminal prosecution

Enforcement may arise where there is:

- intentional or reckless damage;
- destruction of protected features;
- disturbance of protected wildlife;
- carrying out ORNECs without consent.

Summary of Key Timescales

Requirement	Timescale
Legal protection begins	Immediately upon notification
Consultation on notification	Before confirmation decision
Confirmation of SSSI	Within 9 months
Consent for ORNECs	Before works commence
Site monitoring	Periodically (typically every few years)
Notice before entry for monitoring	Minimum 24 hours (unless investigating an offence)
Compliance with Management Notice	Within 2 months
Notify change of ownership/occupation	As soon as reasonably practicable

Conclusion

The SSSI regime places significant legal responsibilities on landholders, but it also provides advice, technical support and potential funding to assist in the positive management of protected sites. The most important obligations are to understand the site's designated features, obtain Natural England's consent before carrying out any listed operations, and work collaboratively to maintain or restore the site to favourable condition. Early engagement with Natural England is encouraged to avoid delays, prevent breaches of the legislation and secure appropriate management of the site's nationally important features.

Report to the Planning & Amenities Committee

Agenda Item: Request to use Hob Hey Wood for organised foraging workshops

Author: Town Clerk

1. Purpose of the Report

To consider a request from a local provider seeking permission to use Hob Hey Wood to deliver a programme of chargeable educational foraging workshops and to determine whether the Council wishes to permit such activities and, if so, upon what terms and conditions.

2. Background

The Council has received a request to use Hob Hey Wood for a series of family-oriented educational workshops and guided walks centred on foraging, woodland ecology and environmental education.

The proposed programme comprises three separate activities:

- The Enchanted Meadow: Butterflies & Wildflowers
- Hedgerow Berries: Identification & Jam Making
- Community Summer Foraging Walk

The provider advises that the workshops are intended to promote environmental education, responsible foraging, biodiversity awareness and family engagement with the natural environment.

The provider has confirmed that participation numbers will be strictly limited in order to minimise environmental impact and ensure safe supervision.

3. Proposed Activities

A. The Enchanted Meadow: Butterflies & Wildflowers

The workshop includes:

- Professional guided foraging instruction
- EYFS-qualified and Level 3 Forest School delivery
- Educational field guide
- Hapa Zome (leaf printing) activity
- Cupcakes and herbal teas

Charges

- Family Ticket (2 adults and up to 2 children): £35
- Extra child: £8
- Extra adult: £6

Maximum of 28 participants (approximately seven family groups).

B. Hedgerow Berries: Identification & Jam Making

The workshop includes:

- Guided identification of edible hedgerow species
- Outdoor cooking demonstration
- Jam-making activity

- Educational foraging guide
- Take-home jar of jam

Charges

- Family Ticket (2 adults and up to 2 children): £25
- Extra child: £7
- Extra adult: £5

Maximum of 28 participants.

C. Community Summer Foraging Walk

A guided educational walk covering seasonal flora, fauna and pollinators.

The provider proposes a suggested donation of £5 per family group, with proceeds being used towards community educational resources.

Maximum attendance is 28 participants.

4. Estimated Maximum Income to the Provider

Based upon the maximum attendance of seven family groups (assuming each family consists of two adults and two children), the maximum income would be:

Workshop	Maximum Income
Butterflies & Wildflowers	£245
Hedgerow Berries	£175

Community Summer Walk Approximately £35 (based on suggested donations)

Should families purchase additional adult or child places, the income could increase above these figures.

5. Environmental Considerations

The provider advises that:

- attendance will be limited to small groups;
- activities have been designed to minimise environmental impact;
- participants will remain on established woodland routes where appropriate;
- group sizes have been restricted to reduce pressure on woodland habitats;
- workshops are intended to encourage responsible foraging and environmental stewardship.

The Committee should nevertheless consider whether any additional conditions are necessary to protect Hob Hey Wood, including:

- restricting the quantity of plant material that may be collected;
- prohibiting removal of protected species;
- limiting activities to designated areas;
- ensuring no permanent structures are erected;
- requiring all equipment and litter to be removed following each session.

6. Insurance, Risk Assessments and Safeguarding

The provider has submitted:

- Public Liability Insurance;
- comprehensive risk assessments covering:
 - wild food foraging;
 - outdoor cookery;
 - water safety;
 - tool use;
 - portable gas stove safety;
- safeguarding documentation.

These documents will be reviewed by officers prior to any activities taking place.

No workshops should be permitted until officers are satisfied that all documentation remains valid and appropriate.

7. Financial Considerations

As the workshops are commercial activities for which participants are charged, Members may wish to consider whether a contribution should be made towards the ongoing management and conservation of Hob Hey Wood.

One option would be to levy a charge equivalent to 10% of the provider's gross workshop income, based upon actual attendance.

Illustrative income to the Council would be:

Workshop	Estimated Provider Income	10% Contribution
Butterflies & Wildflowers	£245	£24.50
Hedgerow Berries	£175	£17.50
Community Summer Walk	£35	£3.50

Where additional participants attend, both the provider's income and the Council's contribution would increase proportionately.

Any monies received could be allocated to an Ear Marked Reserve (EMR) for Hob Hey Wood, to be used solely for the future maintenance, conservation and enhancement of the woodland.

Members should also consider whether charging is appropriate given the educational and community nature of the activities.

8. Officer Comments

The proposed workshops appear consistent with the Council's objectives of encouraging residents to enjoy and appreciate Hob Hey Wood while promoting environmental education.

The provider has demonstrated an awareness of environmental protection through limited participant numbers and has submitted the necessary insurance, safeguarding and risk assessment documentation.

Should Members be minded to approve the request, it is recommended that permission be subject to:

- approval of all insurance and safeguarding documentation by the Town Clerk;
- approval of all risk assessments before each event;
- compliance with all relevant health and safety legislation;
- no damage to trees, habitats or wildlife;
- removal of all equipment and waste at the end of each session;
- no exclusive use of the woodland;
- activities remaining open to general public access wherever practicable;
- payment of any agreed contribution towards the maintenance of Hob Hey Wood.

9. Recommendations

It is recommended that the Planning & Amenities Committee:

1. **Consider** the request to use Hob Hey Wood for organised educational foraging workshops.
2. **Determine** whether commercial chargeable activities should be permitted within Hob Hey Wood.
3. **Determine** whether a financial contribution should be required from commercial operators using the woodland and, if so, the level of that contribution.
4. **Agree** that any income received be transferred to the Hob Hey Wood Ear Marked Reserve and used solely for the future maintenance, conservation and enhancement of the woodland.
5. **Delegate** authority to the Town Clerk to approve final operational arrangements, including verification of insurance, safeguarding documentation and risk assessments prior to each event.

Frodsham Town Council

FRODSHAM CEMETERY



Cemetery Opening Hours

Pedestrian Access is available at all times

Vehicular Access is available between

9am - 8pm • April - September

9am - 4.30pm • October - March

You can contact us at

Frodsham Town Council, Castle Park, Frodsham, Cheshire, WA6 6GB
Tel: 01928 735150 • Fax: 01928 733149