

Minutes from the Amenities and Planning Committee Meeting held on 14th September 2026 at Castle Park Arts Centre at 7pm

Attended by: Cllrs J Critchley, D Critchley, Hayes (Chair), Holman, Hook, Lofts, Lowrie, Neild, Wade and Wood & J O'Donoghue (Town Clerk)

Also attended by: 2 members of the public

Meeting 4

1. Apologies and reasons for absence

To receive apologies and approve reasons for absence from members.

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

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. 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.

NOTED

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/wpcontent/uploads/2023/10/Publicspeaking-at-meetings-2023.pdf>

NOTED: One member of the public attended the meeting and raised concerns regarding Manley Road Copse, specifically a new entrance installed by a resident on land registered to Frodsham Town Council. It was reported that the installation had resulted in the width of the existing access being restricted. It was noted that the matter would be considered by Councillors under the relevant agenda item.

5. Approval of minutes

To approve the minutes from the Amenities & Planning Committee Meeting held 10/08/2026.

RESOLVED: The minutes were unanimously approved and signed.

6. Planning

a) To note any applications which have been commented on between meetings.

NOTED

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

Application number	Address	Description	Comments
26/02227/FUL	Godscroft Cottage, Godscroft Lane, Frodsham, WA6 6XU	Erection of an agricultural storage building and hardstanding forming an access track and turning head. (Retrospective).	Relevant policies: DM17, DM11, ENV1, STRAT9, ENV9, M4, DM44, DM45 NO OBJECTION subject to the case officer taking account of the traffic concerns of a Hayden Mews resident
26/02462/FUL	15 Blue Hatch, Frodsham, WA6 7QJ	Single storey side extension to replace existing conservatory and replace garage door with a window	Relevant policies: DM11, R1, M4, DM44, DM45 NO OBJECTION
26/02480/FUL	3 Derfel Cottages, London Road, Frodsham, WA6 7DS	Loft Conversion with dormer to rear	Relevant policies: DM11, R1, M4, DM44, DM45 NO OBJECTION consistent with a similar loft conversion of an adjoining property
26/02557/FUL	29 Princeway, Frodsham, WA6 6RX	Single storey rear 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.

26/02756/TPO	Overton Hill Bellemonte Road Frodsham WA6 6HH	The work specification is to remove invasive rhododendron across Frodsham Woods, Frodsham Hill, Woodhouse Hill and Snidley Moor. The rhododendron will be cut as close to ground level as possible, Eco-plugs will be applied to the cut stumps every 3cm of stem diameter. In order to access the rhododendron, some natural regeneration and trees may have to be removed. Where possible, the removal of mature trees will be avoided. The woodlands are under an approved Forestry Commission Management Plan, with the majority covered within the attached Felling Licence(s). Sub compartment 2a (2.64Ha) of Frodsham Woods is located within the Dunsdale Hollow SSSI. As part of the wider operation, we are planning to remove the rhododendron in this area, subject to consent from Natural England. A part of this sub compartment is not currently within the approved Felling Licence, therefore we are requesting permission to remove trees/ natural regeneration if necessary.	The work specification is to remove invasive rhododendron across Frodsham Woods, Frodsham Hill, Woodhouse Hill and Snidley Moor. The rhododendron will be cut as close to ground level as possible, Eco-plugs will be applied to the cut stumps every 3cm of stem diameter. In order to access the rhododendron, some natural regeneration and trees may have to be removed. Where possible, the removal of mature trees will be avoided. The woodlands are under an approved Forestry Commission Management Plan, with the majority covered within the attached Felling Licence(s). Sub compartment 2a (2.64Ha) of Frodsham Woods is located within the Dunsdale Hollow SSSI. As part of the wider operation, we are planning to remove the rhododendron in this area, subject to consent from Natural England. A part of this sub compartment is not
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7. Frodsham Neighbourhood Plan

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

NOTED

- b) To note that Frodsham Neighbourhood Plan group will begin a review of the existing Neighbourhood Plan in the light of the NPPF published in August 2026 and changes to the emerging Cheshire West and Chester Local Plan.

NOTED

- c) To note that the Town Clerk has ordered 5 copies of the National Planning Policy Framework published in August 2026, 4 copies for members of Frodsham Neighbourhood Planning Group and 1 office copy at a cost of £13/each plus delivery.

NOTED

- d) To note that the Finance & General Purposes Committee will need to consider making budgetary provision for a potential review and revision of the current Frodsham Neighbourhood Plan.

NOTED

8. M56 Motorway Noise – Resident Request

- a) To note correspondence received from a resident of Overton raising concerns regarding environmental noise from the M56 motorway between Junctions 12 and 14 and to note the report provided by the Town Clerk.

NOTED

- b) To consider the request and determine whether Frodsham Town Council should make representations to National Highways seeking investigation of appropriate noise mitigation measures.

RESOLVED: It was agreed that the Town Clerk will contact the resident and suggest they contact Cheshire West and Chester Council.

ACTION: JO

9. Black Locust tree – Community Field

To note that a site visit was undertaken with NTC on 2/09/2026 regarding Black Locust growth adjacent to a residential boundary. NTC will cut back and remove the growth on FTC land within the next two weeks and also apply herbicide to prevent regrowth. The Town Clerk has informed the resident.

NOTED

10. Footpath – Community Field

- a) To note that, following reports of overgrown bushes adjacent to the footpath between the two Community Fields, a site visit was carried out on 2/09/2026. NTC will attend within the next two weeks to cut back the vegetation and reduce its depth to ensure the footpath remains fully accessible.

RESOLVED: It was agreed to include this in the Grounds Maintenance SLA for the period 2027-2030.

ACTION: JO

- b) To note that a quotation has been received from Northwich Town Council for the following works: £495.00 + VAT, works at the Community Centre, including cutting back the hedge from the pathway, removal of a specimen from the rear of London Road, and cutting back sycamore growth around residents' garages at Withy Close, including removal of waste.

NOTED

- c) To note that the quotations were approved by Cllr Hayes, Chair of the Amenities & Planning Committee, and the works have been instructed.

NOTED

11. Hob Hey Wood

- a) To note that Hob Hey Wood Friends Group has submitted an application to the Wilder Cheshire Awards. Further information about the awards can be viewed [here](#).

NOTED

- b) To note that the Town Clerk, in accordance with minute A&P/10/08/2026/10b, has obtained Land Registry documents for land adjacent to Hob Hey Wood and the associated report is contained within the meeting pack.

NOTED

- c) To agree any further actions to be taken.

RESOLVED: It was agreed that the Town Clerk will contact the landowners to ask about their future plans for the land.

ACTION: JO

12. Manley Road Copse

- a) To receive a report from Cllr Lofts regarding the access to the Copse.

NOTED: The update report was noted.

- b) To agree action to be taken.

RESOLVED: It was agreed to ask Northwich Town Council to quote for a new improved access.

ACTION: JO

13. Memorial Field

To note that the water tap on the field is fully operational. A combination lock will be installed, with the access code provided to Cheshire Fire and Rescue Service to ensure access in the event of an emergency.

NOTED

14. Crowmere Lake

To note that, in accordance with minute A&P/10/08/2026/11b, the Town Clerk contacted Cheshire Wildlife Trust to request an assessment of the current condition of the lake and advise on any appropriate action required and that no response has been received to date.

RESOLVED: It was agreed that the Town Clerk will follow this up with Cheshire Wildlife Trust.

ACTION: JO

15. Carden Group

To note that, in accordance with minute A&P/10/08/2026/9b, Carden Group was invited to attend the Full Council meeting on 23 September 2026 to present its proposals for land adjacent to Hob Hey Wood in an open and public forum and that Carden Group has declined the invitation.

NOTED

16. Exclusion of Press and Public

To consider and resolve that, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential and commercially sensitive nature of the business to be transacted, namely information relating to the Council's live Grounds Maintenance procurement and tender evaluation process.

RESOLVED: Members of the press and public were excluded for the remainder of the meeting.

17. Grounds Maintenance Service Level Agreement – Tender 2027–2029

a) To note the Confidential Report (F&GP/140926/GMSLA) provided by the Town Clerk.

NOTED

b) To approve the tender pack including scoring matrix.

RESOLVED: It was agreed to approve the tender pack and associated scoring matrix.

c) To approve the remaining recommendations contained within the Confidential Report (F&GP/140926/GMSLA) S7 para 1-8.

1. **RESOLVED:** Appoint Cllrs J Critchley, D Critchley, Hayes, Hook and Wood to attend the formal opening of tenders following the submission deadline of 12 noon on 4th November 2026.
2. **RESOLVED:** Agreed that the Town Clerk, together with the appointed Councillors, will form the tender evaluation panel and will evaluate each compliant tender against the published evaluation criteria and scoring matrix, recording the supporting evidence, individual scores and agreed moderated scores.
3. **RESOLVED:** Delegate authority to the Town Clerk to administer the tender process, arrange the formal opening of tenders, undertake the initial compliance checks and respond to requests for clarification where these do not materially alter the specification or tender requirements.
4. **RESOLVED:** Agreed that no authority is delegated to the Town Clerk or evaluation panel to award the contract and that, following completion of the evaluation, an additional meeting of the Amenities & Planning Committee will be convened to receive the evaluation findings and determine the Committee's recommendation.
5. **RESOLVED:** Agreed that the Amenities & Planning Committee's recommendation be referred to Full Council on 23 November 2026 for approval and formal award of the Grounds Maintenance contract for the period 1 January 2027 to 31 December 2029.
6. **RESOLVED:** Agreed that, where individual tender submissions, prices, evaluation scores or other confidential or commercially sensitive tender information are considered by the Committee, the press and public be excluded from that part of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, where the Committee is satisfied that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

18. Close of meeting

The meeting closed at 19:50.