

Minutes of a Meeting of the Amenities and Services Committee held on Tuesday 10<sup>th</sup> March 2020 at 14.00 in the Tower Clock Suite, Edinburgh House, New Street, Wem.

Present:-Councillor P Glover (Chairman), Councillors, E Towers, G Soul, C Granger.

In the absence of Cllr Johnson it was agreed that Cllr Glover would chair the meeting.

- 1 **Apologies** - To receive any apologies for absence.

**Resolved**:- to accept the following apologies for absence.

Cllrs P Johnson, M Meakin. Absent Cllrs Broomhall and Nash.

- 2 **Declaration of Pecuniary Interests** - to receive declarations of interest.  
Cllr Towers declared a bias interest on item 7 allotments as his wife is an allotment holder.

- 3 **Minutes** - To approve as a correct record the minutes of a Meeting of this Committee held on 10<sup>th</sup> December 2019.

**Resolved**:- to approve the minutes of 10<sup>th</sup> December 2019 and they were duly signed as a true record.

- 4 **Progress Report on items raised at previous meeting** - for consideration.

**Resolved**:- to note the progress report.

- 5 **Toilets**

a) To receive an update on charging income.

**Resolved**:- to note the income received.

b) Old Toilet Block – for update.

The Clerk circulated the email received from Shropshire Council which outlined their opinion that no asset transfer process would be required as the building was incorporated in the parcel of land forming the recreation ground that was registered with the land registry as in the ownership of the Town Council. A discussion took place on this item and it was:

**Resolved**:- to recommend that the Town Council accept the ownership of the old toilet block and approach Wem Sports and Social Association Trustees to discuss options for the future use of the building.

- 6 **Play Areas/Open Spaces**

a) Tree Planting – to discuss locations for tree planting on public open spaces in the town.

**Resolved**:-

- **Except for the Wilmot Meadow Public Open Space, to recommend approval of locations and species of trees identified for planting.**
- **To obtain quotes for purchase of trees for consideration at the next meeting.**

b) Forthergill Way POS – for update on inclusion of gabions in transfer.  
It was reported that Persimmon Homes had confirmed that the gabions would be included in the transfer of the public open space.

**Resolved:- to recommend that due to the inclusion of the gabions in the transfer of this public open space not to progress with the land transfer.**

c) Wilmott Meadow Phase 2 – to consider request received from residents to take on the maintenance of the public open spaces on phase 2 of the development. It was reported that The Clerk, Cllr Mellings and Glover had attended a site meeting with two residents from the development to view and hear their concerns about the increase in the maintenance fees of the public open spaces that are located on phase 2 of the development. It was suggested that the residents write to the Town Council to request that this matter is looked into in more detail however prior to the meeting no further correspondence had been received.

**Resolved:- to note.**

d) Dog Fouling Banner – to consider design completed by the Youth Club.  
The draft poster was circulated for consideration. The Clerk was asked to write and thank the youth club for their work on this project.

**Resolved:- to approve the creation of laminated A3 posters to be erected on all play areas.**

## 7 Allotments

Cllr Towers took no part in discussions.

a) To receive a report on recent inspections.

The Clerk presented a report on a follow up inspection that had been carried out after the inspection of the plots in December. She reported that some plots had received an improvement letter and allowance had been made for the wet weather, however one plot had carried out no work on the allotment since January 2019 despite several letters.

**Resolved:- to approve that tenant of allotment 19aa be served with a notice to quit unless extenuating circumstances become apparent.**

b) To receive a report on plot vacancies.  
It was reported that all plots were now let.

**Resolved:- to note.**

c) To discuss plots on the cemetery side of the allotments.  
It was reported that all but 3 tenants on the cemetery side of the allotments were new tenants who had been made aware at the start of their tenancy that the tenancy would be for a short period of time due to plans to extend the cemetery. Only one long term tenant remained on this side of the allotments and they will continue to be offered first refusal on any vacant plots that become free in the main section.

**Resolved:- to note.** Cllr Granger left the meeting at 15.00

**8 Cemetery**

a) Number of Burials – for information and to consider timescale for cemetery extension.

The Clerk presented details of burials over the past five years and explained that they were averaging at 15 per year of which just over half were new graves. A rough estimate based on average burial rates would mean that there was space for another 5 years of burials before the Town Council would need to consider extending the burial ground.

**Resolved:- to review in one year.**

b) Fence replacement – for discussion.

It was reported that money had been allocated in the 2019-20 and 2020-21 budgets to replace the post and rail fencing alongside the cemetery with bow topped fencing to match the fencing on the Whitchurch Road Cemetery.

**Resolved:- to consider quotes at the next meeting.**

**9 Floral Planters**

a) Relocation of floral planters – for update.

The Clerk was seeking quotes for the work and a site meeting will be held with the contractor to see if there was enough space for 5 pole planters on the grassed area on the corner of Summerfield Road and Whitchurch Road however this work would need to be carried out before the next meeting of the committee.

**Resolved:- that authority is delegated to the Clerk and Committee Chairman to consider quotes received for this work and select the contractor to carry out the relocation of the planters.**

**10 Risk Assessments**

To review generic risk assessments and machinery risk assessments – circulated via email.

**Resolved:- to approve the risk assessments and machinery risk assessments.**

**11 Tractor Replacement - for discussion.**

The Clerk explained that she had taken advice from the internal auditor on the best way to approach any purchase of a replacement tractor as the asset would be owned and insured by Wem Sports and Social Association. It was advised that the Town Council could make a one off contribution to WSSA to fund the purchase of the tractor from its earmarked S106 funds for the maintenance of public open spaces.

**Resolved:- to recommend that the Town Council agrees to a one off contribution from funds earmarked for public open space maintenance to Wem Sports and Social Association for the purchase of a new tractor.**

**12 Date and time of meetings - to note time and date of next meeting.**

Agenda item 10

**Resolved**:- that the next committee meeting dates will be determined at the May Annual Town Council meeting but that a provisional date of Tuesday 9<sup>th</sup> June 2020 at 14.00 be set for the next meeting.

Meeting ended 15.20

Chairman.....