

Minutes of a Meeting of the Amenities and Services Committee held on Thursday 13<sup>th</sup> June 2019 at 14.00 in the Tower Clock Suite, Edinburgh House, New Street, Wem.

Present:-Councillor Johnson (Chairman), Councillors C Granger, P Broomhall, P Glover, M Meakin.

- 1 **Election of Chairman** – to elect a Committee Chairman for 2019-2020.

**Resolved**:- to elect Cllr Johnson as Committee Chairman for 2019-2020.

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

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

Cllr Soul

Absent Cllr Nash

- 3 **Declaration of pecuniary interests** – to receive declarations of interest.  
None declared.

- 4 **Minutes** To approve as a correct record the minutes of a Meeting of this Committee held on 12<sup>th</sup> March 2019.

**Resolved**:- to approve the minutes of 12<sup>th</sup> March 2019 and they were duly signed as a true record.

- 5 **Progress Report on items raised at previous meeting**– for consideration.  
The Clerk reported that a memorial inspection of all headstones had taken place recently at Love Lane Cemetery and that she was now endeavouring to contact owners of all headstones that required attention. However due to the fact that some owners are deceased or have moved away with no forwarding address it may not be possible to contact every owner. Therefore, the Town Council may have to cover the cost of some minor repairs and this would be discussed at a future meeting.

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

- 6 **Toilets**

a) To receive an update on charging income.

The Clerk was asked to include a comparison with previous years in future reports.

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

b) Recreation Ground Toilet Block – for update.

A draft budget for reopening the toilets was circulated and the Clerk stated that as no provision had been made in the 2019-20 budget for any work on the toilets, funds would have to be allocated from reserves or vired from another budget code. It was explained that funds could be allocated from the Service Transformation Budget but that expenditure from this budget code would have to be approved by Full Council. A discussion took place on this matter and concerns were raised about antisocial behaviour increasing in this area and the impact reopening would have on the staff team. It was pointed out that large

events on the Recreation Ground provided toilets and Wem Tennis Club had indicated that they were willing to consider use of the toilets in the new clubhouse for smaller events.

**Resolved:- to recommend that the Town Council does not progress the reopening of the Recreation Ground Toilets as a toilet block on a seasonal basis for the following reasons;**

- **The project will be too large a long term financial commitment for the Town Council to take on.**
- **Councillors have concerns that reopening the toilets will increase antisocial behaviour in this area.**

c) Painting Toilet Doors – to consider.

**Resolved:- to delegate authority to Clerk in discussion with the Committee Chairman to seek a quote and arrange for this work to be completed.**

d) Times of opening – to consider altering.

It was reported that a request had been received to enable the toilets to be opened at 07.00 instead of 08.00.

**Resolved:- to approve the request and The Clerk was instructed to inform Healthmatic.**

## **7 Play Areas/Open Spaces**

a) See Saw replacement – to consider quotes received.

The Clerk presented 4 quotes for different types of see saws to replace the existing see saw on the recreation ground. It was explained that whilst quotes for supply of a see saw had been obtained from two different companies, only one quote had been received for supply and installation of the equipment. This was because the company who provided the quote has a long history of working with the Town Council, is aware of the constraints of the site and was able to offer specialist advice based on this knowledge.

**Resolved:- to Recommend**

- **That the Town Council accept that only one quote be considered for the supply and installation of the replacement see saw.**
- **That an order is placed for the supply and installation (including safety surfacing) of a Hags Zingo See Saw.**
- **That this project is funded partially from the play equipment budget and from the Neighbourhood Fund.**

b) Fothergill Way – to receive report of meeting held concerning the Town Council taking on the maintenance of Fothergill Way POS.

**Resolved:- to Recommend**

**That the Town Council agrees in principal to take on the Public Open Space off Fothergill Way subject to the following conditions being met by Persimmon Homes Funding**

- The funds accompanying the land transfer are deemed to be sufficient to enable the Town Council to undertake the ongoing maintenance of the site.

#### **Bridge**

- A structural condition report of the bridge is required and any concerns raised rectified.
- Fencing is required around the concrete drainpipe adjacent to the bridge.

#### **Open ditch and open overflow (for the sewerage system) drain by the hedge**

- Post and rail fencing and chain-link fencing is required along the length of the ditch. This should match fencing on Shropshire Council owned play area (The Grove Play Area) .
- The ditch on the west side of the boundary needs cleaning out and vegetation cut back prior to fencing.
- The ditch on the west side of the POS will not form part of the adoption agreement. The Town Council will only take on responsibility up to the new fence that is to be installed alongside the ditch. The ditch and gabions will remain the responsibility of Persimmon Homes.
- The Town Council would not be able to take on the maintenance of the existing sewage system located in the boundary hedge between the Grove Play Area and the Fothergill Way POS and that responsibility for all drains on the POS would remain with Persimmon Homes.

#### **Boundary Fencing**

- The boundaries of the open space on the south and west side of the boundary must be clearly identified prior to transfer.

#### **Footpath leading to a hedge and lack of connection with existing play area**

- The tarmac path leading to The Grove Play Area needs to be raised to the same level as the ground on The Grove Play Area and culverted to enable the Town Council's tractor, flail and mowing machinery to access the POS from The Grove.

#### **Streetlights**

- As the lights have not been linked to the mains they must be removed before adoption can take place.

#### **Trees**

- A tree survey should be carried out on all trees on the POS and any work identified from the survey must be carried out by Persimmon Homes.

#### **ROSPA**

- An up to date ROSPA report on the POS would be required by the Town Council and any work identified must be carried out by Persimmon Homes.

c) Wilmott Meadow – for update.

It was reported that the grass cutting of the three areas of public open space had started and that the funds had been transferred by Shropshire Council. A discussion took place on the best location for these funds and it was

**Resolved:- to recommend that the £65,000 received is placed in the Developers Reserve Account.**

d) Recreation Ground Fence – to receive report on condition of fence adjacent to Park Road.

It was reported that this fence needs replacement as the uprights had rotted and quotes were being sought.

**Resolved:- to consider quotes for this work at the next meeting and in the meantime to inspect the condition of the fence as part of the annual play area inspection.**

e) Shropshire Council Play Areas – to discuss future maintenance of.  
It was reported that the Clerk was still waiting for a meeting to be set up with Shropshire Council to discuss the situation however despite chasing this several times no meeting had been arranged. Cllr Mellings was also helping with this.

**Resolved:- to note.**

## **8 Allotments**

a) To receive a report on recent inspections

It was reported that an inspection had taken place and a number of tenants had been given 4 week improvement notices. One plot had not received a letter as they had made the Clerk aware in advance that they would be away for a long period in 2019.

**Resolved:- to give authority to The Clerk following consultation with The Committee Chairman to serve notices to quit, if there has not been significant improvement in the cultivation of the following plots 7a, 8bb, 19aa, 19b, 19bb, 24b, 28 unless the Council were made aware of extenuating circumstances by tenants.**

b) To receive a report on plot vacancies.

It was reported that all plots were in the process of being let.

## **9 Love Lane Cemetery**

a) Cemetery extension– for update.

It was reported that some evidence of planning permission had been located but not the original planning decision. However it would seem that Planning Permission was granted for the use of the land as a cemetery and allotment plots 26,27,28,40,41,32,31,30 were deemed temporary allotments to be removed when additional space for burial is required. The Clerk reported that she had contacted a company specialising in the design of cemetery extensions to discuss the possibility of the provision of a cremated remains section and a children's section and would hope to have some quotes for consideration at the next meeting.

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

## **10 Streetlights**

**a) Church Walk lights** – to consider quotes for heritage LED lights in Churchyard.

A discussion took place and Councillors raised concerns that the cost of the two replacement light heads would cost a fifth of the column replacement/new lights budget.

**Resolved:-** to Recommend that the lights on the Church Walk are not converted to Heritage Lights due to more pressing financial priorities and to reconsider the decision in 1 year.

## 11 CCTV

**a) New Camera** – to consider quote for and location of new CCTV camera  
The quote for the provision of a new camera was considered it was noted that only one quote had been sought for the work as it was to be carried out by the existing contractor who had specialist knowledge of the Town Council's CCTV system.

**Resolved:-**

- to approve the quote to supply and install a new CCTV camera to be located on The High Street to replace one of the older cameras in this location.
- to re- install the old High Street camera on Crown Street to replace the broken camera.

**b) Radio Link** – for update on installation of.  
It was reported that verbal permission had been given for the installation of a radio link on 38 High Street.

**Resolved;-** to approve the quote and place an order for the work.

**c) Information Sharing Agreement** – to discuss the need for an agreement with West Mercia Police to comply with GDPR.  
The Clerk reported that she had been in discussion with West Mercia Police and Wem SNT to develop a policy to enable officers to view and download data from the CCTV and still comply with the GDPR.

**Resolved:-** to Recommend that the following protocol be adopted

- A sign in book held in the Town Council Office which must be filled in every time the CCTV is viewed by officers from West Mercia Police (or other police forces if appropriate).
- A request form must be completed and authorised by Town Council staff if any images are to be downloaded, no downloading must take place until approval is given.
- Town Council staff only have authority to approve download requests.
- The Town Council develops a protocol for third parties wishing to view CCTV to be considered at the next meeting.

## 12 Dog Fouling

**a) Pink Poo Campaign** – to consider incorporating with the litter picking project.

**Resolved:-** to agree that a pink poo campaign will take place during the quarterly litter picks.

**b) Banners** – to consider project to replace banners.  
It was suggested that Wem Youth Club be asked to help design replacement dog fouling banners for the town.

**Resolved:- that Wem Youth Club be approached concerning this project.**

**13 Date and time of meetings**

**a) Next meeting** - to note time and date of next meeting.

**Resolved:- that next meeting will take place on Tuesday 10<sup>th</sup> September at 14.00.**

**b) Annual Inspection** -To set date for annual inspection of play areas.

**Resolved:- that the Clerk would circulate dates for consideration.**

Meeting ended 15.25

Chairman.....