

AMENITIES COMMITTEE – March 2018

Minutes of the Amenities Committee held on Thursday 22 March 2018 at 18.00 in the Town Council Office, Fourways 2, 6 Dilston Terrace, Amble.

PRESENT: Cllrs C Weir (Chair), J Dargue, M Horn, I Parks, K Morrison, H Lewis, V Smith.

The Chair explained that the meeting was recorded for the benefit of accuracy.

Actions

A site visit of the West Cemetery took place prior to the Amenities Committee. The assets assessment meeting had taken place previously. Councillors requested the Clerk to discuss the grave contract with the new contractor. The Clerk reported on the complaint received regarding the entrance to the cemetery, the moss of the pavements and sunken graves. The Clerk to respond as appropriate.

CLERK

62: APOLOGIES FOR ABSENCE:

Cllr T Hinton- apologies accepted
AAHS

63: DECLARATIONS OF INTERESTS: Cllr Weir, Cllr Lewis and Cllr Parks declared an interest in allotments.

64: PUBLIC QUESTION TIME: (maximum 15 minutes)

In accordance with Section 1(d-g) of the ATC Standing Orders members of the public present may address the Council at this point on the agenda. The Council/Committee reserves the right to respond or debate the issue at a later date.

64.1: Amble Allotment Holders Society Communications and Report

Various email exchanges with ATC and AAHS were reported. ATC will be present on 1 May 2018 Allotment Inspections. Cllrs are to use the council camera to document areas. There is still concern from ATC that there is a lack of cultivatable space and will raise the issue of the dilapidated buildings at the May meeting. The Council fully understands that some of the issues AAHS are experiencing are inherited but feel it is important to focus on the future. The Clerk to encourage face to face dialogue as there are numerous discussions that need to be held regarding potholes and future assistance. A meeting to be requested to take place after the May inspection meeting. The Clerk to arrange some filling in of the pot holes at the Allotments walkways. The AAHS AGM takes place on 11 April 2018. It was reported that the current AAHS was more proactive than ever and that improvements had been noted. AAHS submitted the following update ahead of the meeting:

CLERK

CLERK

- There are 4 allotments that are awaiting new tenants to respond.
- There are 5 new tenants.
- There have been a few comments on the new rules and we have asked tenants with comments to attend the AGM on the 11th April 2018 to put their views across to the Committee.
- Visitors to allotments are covered within the public liability by the new Insurers- this had been discussed previously and AAHS's insurers had clarified that only tenants and their families working on the plot were covered.
- There has been various locks knocked off but only 1 break in and the tenant was advised to report it. Tenants should be urged to report any break ins or

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vandalism to police so they can be logged and statistics kept.

65: CLERK'S REPORT & MATTERS ARISING THEREFROM:

All matters are within Agenda Items to be discussed

66: COMMUNICATIONS:

None

CLERK

67: AGENDA ITEMS:

67.1 Grave Digging Contract – Clarification on the removal of spoil and soil from site

The Clerk has discussed the removal of spoil and soil with the new contractor. A meeting is to be arranged with the contractor. The Clerk to also discuss the possibility of having less soil at the side of new interment excavations.

67.2 West Cemetery Rules & Regs- update to be agreed

It was proposed to move item 70.2 to this section of the agenda. It was reported that when a memorial is purchased from a mason, the mason has their own guarantee on their workmanship but there is nothing that protects the memorial from vandalism etc. It was recommended that from 1 May 2018, all masons must include this element in their insurance to clients. The Clerk to write a letter to all that use ATC detailing this new requirement and to specifically outline that it is not the responsibility of ATC to maintain memorials.

CLERK

The Cemetery Rules and Regulations should be sent to every new plot holder.

Discussion took place on whether or not it was appropriate for ATC to check each memorial that is erected to ensure it is acceptable. It was agreed that this should not be the responsibility of ATC staff. Initial notification requesting a memorial should state what the family wish to have on the memorial and it would be at this stage that any anomalies could be picked up. Staff would however continue random checks. The policies are to be amended as appropriate.

CLERK

All ATC policies are to be added to the May AGM Council meeting for approval on block. The Clerk, Cllrs Parks and Lewis to work on these. The rules and regulations were agreed with amendments.

CLERK

67.3 Continued Assessment of Tree Works – West Cemetery

The Clerk to ascertain what was agreed in the 2015 Tree Assessment. The Clerk to note what was done and what was a future recommendation. The Clerk to arrange another visit with NCC and Tree contractor to ascertain further costs for any required work.

67.4 Assets Assessment – Recommendation on what equipment to dispose / sell / gift / keep

It was agreed that it was priority to ascertain which equipment ATC were keeping, it felt that it was unlikely there was going to be much that could be sold. The Clerk to ascertain if the grave contractor would like to purchase the grave shoring equipment and if not, suggest NCC may want it. It was queried whether Greenlay or Robson and Cowan would like the smaller vehicles for parts. It was agreed to keep what was identified by ATC, sell what we can and dispose of the rest as the Committee sees fit. It was agreed that post April, a further meeting with Cllrs Horn, Weir and Lewis would be held to begin making progress on the clear out. It was requested that weedkilling could be done in the raised bed area and allotment walkways to use up any weed killer that

HORN
LEWIS
WEIR

CLERK

CLERK

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was left. It was not expected that a skip would be required.

67.5 To seek approval to resurface the West Cemetery Footpath

It was agreed to retain the quotes on file for future reference at this stage.

CLERK

67.6 To receive an update on roofing repairs of West Cemetery

Marshalls Roofers have agreed to repair the mortuary roof at a cost of £120. Helen Shepherd to contact them to confirm quoting costs and request a start date.

67.7 To agree Commercial Waste Collection arrangements

It was agreed to proceed with the NCC Commercial Waste Collection arrangements. The Clerk to proceed.

CLERK

67.8 To receive Paddlers Park and Philip Drive Play Area Inspection Reports and an update and agreement on ROSPA Risk Assessments.

Risk Assessments on both play areas were carried out on 19th March 2018. The Clerk is awaiting the outcome of the report. The report from ROSPA is to be added to the Full Council agenda. It was agreed that the ROSPA inspections were to be carried out annually.

CLERK

CLERK

67.9 To receive an update on the water feature preparation ahead of new season

The Clerk to highlight the flushing of the water feature to NCC as soon as possible. As there is no standing water and it is all mains water, there is no need for sample testing as long as the system is given an adequate flush out when first turned on. The water should be turned on w/c 30 April 2018. The Clerk to inform NCC.

CLERK

There remains the issue with the value restrictor. It was suggested that this could maybe be controlled by using the stopcock.

67.10 Recommendation to purchase additional drainage rods for Paddlers Park

The Clerk to raise the issue with NCC at the next meeting and ascertain if they have the correct drainage equipment to carry out the task. The Clerk to also make NCC aware that the drain need cleaned every month.

CLERK

67.11 The update of Safety Surface Bark Chippings for Paddlers Park

It may be possible for the safety bark chippings to be delivered next week. Helen Shepherd is progressing. If this was not possible it was agreed to ask NCC for a price for the bark chips and spreading and to ask that as there was no urgency could this be part of a bulk order to cut down on costs.

CLERK

67.12 To agree to the installation of new bollards at Paddlers Park

It was reported that the bollard at the Sea View entrance had been damaged. The bollards on the rear of Sea View- NCC responsibility- had also been damaged. The Clerk to request if NCC can mend our bollards before ordering new. If no fix can be done, the clerk to ascertain if the preferred bollards are lockable. The new bollards must be removable but must also be lockable. A No Unauthorised Vehicles sign is to be erected. A cost of installation is to be agreed.

CLERK

CLERK

67.13 To agree an additional Kerb Set at Paddlers Park

Quotes were obtained for additional kerb sets for Paddlers Park to prevent vehicles accessing the park. It was agreed to proceed with the cheapest option after receiving the outcome from NCC re fixing the existing bollards.

67.14 To receive an update on the Fresh Air Fitness installation works

Payment has been made for original works. The Clerk to request an update as the season is about to start.

CLERK

67.15 To approve the replacement of the East Cemetery Noticeboard and preferred design

Members were circulated various designs and costings of noticeboards for the East

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Cemetery. It was preferred by Councillors to opt for the design by Bowman, but that checks need to be carried out to ensure that it has a door. It was agreed to proceed with 2 x A2 boards. The Clerk to ascertain that the noticeboards are weather proof and suitable for that environment and also the material used at the back as this was more exposed to the weather. The Clerk to seek quotes for the removal of the old noticeboards and the installation of new ones. The original artwork is to be located and it was agreed to have 3 copies of each printed to A2 size ready to be put into the noticeboards. The clerk to ascertain if it is possible to amend the artwork to include the information of the commemorative grave.

CLERK

67.16 To receive an update on the Church Street Bus Shelter Floor and recommendations

Advice has been sought from NCC as to what the best use of material to use. NCC have asked to hold off until after Easter when they will be in a better position to advise.

67.17 To receive an update on the Digital Mapping Software

Digital Mapping has taken place for ATC office staff. Work has begun on updating the assets as requested. The burial records information has been sent to Pear Technology for them to import into the access database of the software and hopefully this will be able to populate the back office of the cemetery database that we require. The Clerk to update as and when appropriate.

CLERK

CLERK

67.18 To agree litter pick dates

The next litter pick date agreed by Litter Bugs is 22 April at 10.30am. It was agreed that ATC would coincide with that date but would concentrate on the town. A litter pick had already been previously agreed for 23 May before the Puffin Festival at 5.30pm. The Clerk to circulate and promote dates.

CLERK
LEWIS
WEIR

67.19: Planting update.

A meeting to be arranged with Bill Pringle early April to discuss ATC planting requirements. The Clerk to send to Bill details of the floral areas, what has already been ordered and to seek advice on additional requirements. Cllrs Lewis, Weir and Clerk to take forward. A date to be arranged.

CLERK

67.20. Any outstanding work to be completed by financial year end

Councillors requested the work concentrated on the spreading the bark chippings, weed killing the allotment walkways and raised bed areas and filling in the pot holes in the allotments walkways. If possible and weather permitting, clean and stain the seat at the top of The Wynd.

CLERK

68. INFORMATION ITEMS:

68.1 Continuation of litter bin replacement programme

Helen Shepherd has been continuing to progress the roll out programme. Ten bins have been ordered and are expected for delivery to the NCC depot asap. Any bins that are still useable and that are being replaced within this current tranche or replacement, will be used to replace broken or unsuitable dog bins. It was noted that the Gull Proof bins had been a great success. It was also noted that as part of planning approval, developers had to provide and empty litter bins. The Clerk was requested to contact the developers and let them know the preferred bin type.

58.2 To note the update from Sodexo

Cllr Weir gave an update on Sodexo.

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69: DATE AND TIME OF NEXT MEETING

The next Meeting date will be held at 6.00pm on 31st May 2018 in the Council Office.

A site visit will take place at 5pm of the West and East Allotments.

Under Section 100A (4) of the Local Government Act 1972, the press and public will be excluded from the Meeting during consideration of the following items on the Agenda due to their sensitive nature.

PRIVATE

70: AGENDA ITEMS

70.1. To receive an update on final SLA agreement prior to commencement on 1 April 2018

The SLA had been signed off and was expected to commence as planned.

70.2 To determine the Memorial Insurance policy – covered under item 67.2