

## **AMBLE TOWN COUNCIL – AMENITIES COMMITTEE – JULY 2021**

Minutes of the Amenities Committee held on Thursday 29<sup>th</sup> July 2021 at 6.00pm preceded by a site visit to the West Cemetery at 5.15pm.

**PRESENT:** Cllr I Parks (Chair) Cllr T Hinton (Vice Chair) Cllr C Weir, Cllr H Lewis, Cllr K Morrison, Cllr D Bewley, S Moore (Administration Assistant)

### **56: APOLOGIES OF ABSENCE:**

Cllr J Dargue - accepted

### **57: DECLARATIONS OF INTEREST:**

None

### **58: PUBLIC QUESTION TIME:**

No Members of the public were present.

### **59: ALLOTMENTS:**

#### **59.1 To receive a report from AAHS.**

Report will be circulated once available. Staff are to contact the Chair to ask for the date of their next Committee meeting and site visit and to clarify who is point of contact.

#### **59.2 To receive an update on the meeting with the Allotment Secretary and NCC Pest Control Officer and discuss possible ways forward.**

Members agreed in principle to assist with the financial implications if requested; it was agreed to take to Full Council to discuss further.

#### **59.3 To note complaint and response sent**

The complaint and response sent about fires at the West Allotment was noted. Staff are to follow up with AAHS to receive an update on action taken

### **61: ASSETS REPORTS:**

#### **61.1 To note and discuss issues and agree any actions required from the June report.**

Town History Trail - the ground markings require a comprehensive update. Cllrs Hinton & Parks will walk the routes noting any discrepancies. A further walk with 2 different members will then take place in order that requirements can be clarified before approaching a contractor. It is planned to carry the recommendations out before next April.

Noticeboards & Bus Shelters - some work required under SLA, other work by ATC as per attached report.

#### **61.2 To note and discuss issues and agree any actions required from the July report**

Planters - some work required under SLA, other work by ATC as per attached report.

S.M. was thanked for her diligence and comprehensive reports

### **62: TOWN:**

#### **62.1 To note visit to Lower Queen Street**

The visit to Lower Queen Street was noted

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### **62.2 To receive an update on the Memorial Gardens Nordmann tree.**

The dead tree had been removed- contact was still being made with the supplier for their comments. The ground would be nurtured and improved as an empty bed for approx 2-3 months. Members decided as a replacement to purchase an Abies Concolor approx 2m. in height in late October/ early November.

### **63: CEMETERIES:**

#### **West Cemetery**

### **63.1 To receive an update on the plan of the layout of the new utilities.**

The contractor has been asked to provide these and will be circulated once available. Staff are to chase up with another contractor who may also have a copy.

### **63.2 To receive an update on the mapping of section N.**

The Clerk is liaising with the contractor as this will be required soon. Meanwhile, should it be required, a small draft of a portion can be made to aid administration.

### **63.3 To receive an update on marking out in section N.**

The first portion has been marked to assist with the initial interments. The ground markings will need to be refreshed regularly. Staff will meet with the grave digger when preparation for the first few interments are required.

### **63.4 To receive an update on Spoil removal.**

Councillors were informed work has been completed.

### **63.5 To receive an update on planting around tree in turning circle by cremated remains area.**

Members were informed that this area is to be included in next year's planting schedule and is to be planted with bedding plants as per around the fountain

### **63.6 To discuss items from site visit.**

#### **West Cemetery:**

Various points were raised:

#### *NCC*

to be asked if they can power wash the gates

The area in front of the machine store and the path by the wall needs to be regularly attended so weeds do not build up again

The compound area requires robust attention to eradicate the overgrowth there.

A tree stump on the grass area to the right of the drive needs attention as there is new growth

The border between the cemetery and the allotments needs cut/weed killed.

#### *ATC*

A downpipe funnel mesh needs to be placed in the gutter of the office building

Contractor to be asked to power hose the moss from building roofs

Contractor to be asked if it is possible to further cut back the tree branches overhanging the office roof

Cllr Weir will ascertain if a handle can be added to the office door shutter

A new plaque for the tree in the turning circle will be ordered

### **63.7 To note agreement on Memorial.**

A request for a memorial larger than the recommended size was agreed.

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### **63.8 To note complaints and action taken.**

Various 'housekeeping' issues have been addressed with the contractor.

### **East Cemetery**

**The following was added at Chair's discretion:**

#### **To receive an update on complaint re gate handle**

NCC have been reminded to oil the gate handle

### **64: PLAY AREAS:**

#### **Paddler's Park**

##### **64.1 To note the update re Water Feature and discuss its maintenance.**

The prototype pump required some adjustment - this was being carried out today. The water feature maintenance visits would coincide with those for the cemetery fountain. The inspection chamber in the concrete pad now contains an isolator switch.

##### **64.2 To receive an update on play equipment repair.**

Councillors were informed that a replacement part for the Airwalker will be delivered under the company's warranty but as there would be a fitting charge they had suggested ATC asked a contractor to fit the part following their instructions. The warranty will not be affected by an external contractor fitting the replacement part. Staff are to ask NCC if they could fit the replacement part once it has been delivered.

##### **64.3 To receive an update on drainage works.**

None - Locality Officer has been asked to investigate

##### **64.4 To note meeting re: hard landscape areas.**

The meeting at Paddler's Park was noted, and that any issues were updated at the last SLA meeting. Contractor has been instructed to carry out work there.

### **65: TOWN FURNITURE e.g., bus shelters, bins, noticeboards, seats:**

None

### **66: COMMUNICATIONS:**

None

### **67: AGENDA ITEMS:**

#### **67.1 To receive an update on the stone repair work of Amble War Memorial.**

The appointed contractor is being urged to start this work

#### **67.2 To receive an update on mapping of assets.**

Councillors were informed the mapping of assets is ongoing in line with the new asset checks. Maps will be circulated once completed.

#### **67.3 To receive an update regarding Tree Preservation Order request.**

Staff have requested several trees to be given a TPO. There has been no response to date. Staff are to contact (Barry Wilson) to ask if he is the person who would look at the trees and to inform us of the TPO process.

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### **67.4 To receive an update on seat ends from Sodexo.**

Councillors were informed there has been a change of personal and the new incumbent is trying to track these down; however, it is unlikely they will be traced.

### **67.5 To discuss the request for retrospective approval for a Memorial Plaque.**

A request had been received to place a memorial plaque on a council seat. All the current seats with these plaques have been purchased by the family of those commemorated. A discussion was held, and it was determined it would not be appropriate to therefore allow anyone to place a plaque thus as no contribution had been made. However as there were few remaining locations for new seats, Council would investigate a future policy to enable this type of gesture to be made. The applicant would be informed, and that the plaque should be removed. The present policy would be communicated to Warkworth Harbour Commissioners so no further misunderstanding occurred.

### **67.6 To receive costs for a Commemorative seat.**

#### **Members were given a list of possible seats to choose from.**

Members were asked to discuss which seat option they prefer. Members agreed on the Sterling Seat with polyboards and a stainless-steel plaque.

The plaque is to read as follows, and have the Amble Town Council logo at the far bottom right hand corner

With heartfelt thanks to all those who helped and supported our community  
in so many different ways during the Covid Pandemic

Staff are to order the seat and arrange for a base nearer the delivery date.

### **67.7 To consider the recommended Memorial sizes**

A Funeral Director had asked if the sizes could be enlarged as they were receiving requests for bigger memorials. After discussion it was agreed:

The lawn grave memorial must measure no more than three feet six inches high, three feet wide and a maximum of six inches thick (1065mm x 910mm x 150mm).

Children's section- no more than 3 feet high, two feet wide and six inches thick (910mm x 610mm x 150mm)

The cremated section memorials must measure no more than two feet six inches high, two foot wide and six inches thick (760mm x 610mm x 150mm).

### **67.8 To seek retrospective approval for maintenance works at the West Cemetery**

Members retrospectively approved the repair works of the broken downpipe at the West Cemetery.

### **67.9 To discuss new litter bin request.**

This was for the Industrial Estate which was under Advance's responsibility. Advance would be advised of those already placed in the vicinity by ATC and be requested to place one near the main entrance to the estate. Details of ATC's preferred type would also be sent.

**67.10 To discuss new Signage for West Cemetery**

Members were asked to discuss new signage for within the West Cemetery to remind people of the rules and regulations. Members agreed to 5 additional signs. The agreed areas for the new signage will be 1 at the main entrance at the drive, 1 at West Drive by the path up the grounds, 1 near section M, 1 near section N and 1 at the cremated area. Staff are to go ahead and order. The wording on the sign will be as follows:



We recognise the importance to all of the special significance of each grave to relatives and friends.

We thank all those who endeavour to maintain their loved ones memorials, graves and ashes area.

We encourage everyone to follow the guidelines which are there to enable a common approach sensitive to all those who appreciate this cemetery as their loved one's resting place.

**Please note some areas of the cemetery are laid as open plan lawn sections.**

Here natural **grass** is the only appropriate and permitted surface. Kerbstones/Railings; Iron, concrete, stone, wood or plastic railings or other types of edging are not allowed there nor any aggregates and will be removed to enable safe maintenance.

Glass Globes/Vases are not allowed due to safety considerations.

Due to environmental concerns, balloons of any description are not permitted.

Placing of floral tributes or any other plants/material on the length of the grave space is not permitted and may be removed to enable safe maintenance

Any notices not authorised by the Council will also be removed.

***In Regard to the Water Butt***

**Please note the water is NOT SAFE FOR DRINKING**

You will need to bring your own containers (bottles etc.) but please

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take them home with you or **dispose of them in the bins provided.**

**ALL PETS, EXCEPT RECOGNISED ASSISTANCE ANIMALS,  
ARE NOT PERMITTED**

**Please show your regard for this place of rest by acting respectfully  
and also by placing your litter in the bins provided.**

**We thank you for your co-operation**

Amble Town Council: 01665 714 695; [ask@amble.gov.uk](mailto:ask@amble.gov.uk)

**68: INFORMATION ITEMS:**

None

**69: DATE AND TIME OF NEXT MEETING:**

The next Meeting date will be held at 6.00pm on Thursday 30<sup>th</sup> September 2021, in the Town Council Office, Top Floor, Fourways 2, Amble NE65 0DT.