

# **Amenities Committee Agenda Report – 31<sup>st</sup> July 2025**

**Prepared by Suzanne Moore**

## **20: ALLOTMENTS:**

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

Members are asked to note the report

### **20.2 To receive an update on knotweed.**

Staff have contacted the contractor to check when the next treatment is due to be applied to the knotweed at Gloster Hill and the East Allotments.

### **20.3 To discuss installing a bollard at the west allotments**

The drive at the west allotments has recently been renewed. Members are asked to discuss installing a bollard like the ones at the east allotments to prevent vehicle access to reduce any premature damage to the drive.

### **20.4 To receive an update on misuse of town bins at the East Allotments.**

Staff contacted the AAHS to inform allotment holders should they continue to dispose of machinery parts, sharp items, wood with nails in, petrol canisters and also glass in the towns bins there would be no other choice than to remove the four bins around the area, as this poses a health and safety risk to the NCC operatives emptying the bins.

## **22: ASSETS REPORTS:**

### **22.1 To note and discuss issues and agree any actions required from the reports, if available**

Members are asked to note both reports.

## **23: TOWN:**

### **23.1 To receive an update on flower beds signage**

Staff have been informed that the contractor cannot fully fulfil the order for the signage due to lack of communication from the 3<sup>rd</sup> party fabrication for the backing plate and posts.

Staff have requested the costs of the signage without the backing plate and posts. Costs shall be presented at the meeting should they be available.

Members are asked to discuss whether to purchase the signage and arrange for another contractor to supply a backing plate and posts or go down another route. A cost of up to £500 has already previously been agreed for these two signs and the sign for the Radcliffe School Memorial see 26.1.

### **23.2 To receive an update on flower bed planting**

NCC planted the plants on Thursday the 24<sup>th</sup> of July. The plants were arranged by the former Mayor at a cost of £160.00 and incurred a further cost for collection by NCC of £133.00.

### **23.3 To discuss removal of an unused concrete seat base**

Members are asked to discuss whether they wish to remove an unused concrete seat base on Philip Drive and grass seed the area or leave for now.

### **23.4 To discuss the noticeboard on Links Avenue**

Members are asked to discuss either replacing or removing the noticeboard altogether on Links Avenue due to the condition of the Perspex which has discoloured, making it hard to see any paperwork within the noticeboard.

## **24: CEMETERIES:**

### **West Cemetery**

#### **24.1 To receive an update on unstable memorial programme**

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Following the recent memorial safety inspection, 73 unstable headstones were identified. Works have begun laying down 36 memorials which failed a previous safety inspection as the deed holders would have been notified but took no action to repair. Staff will contact known deed holders of the further 37 unstable memorials, should no response be forthcoming staff will arrange to have the memorials laid down for health and safety.

## **24.2 To receive an update on installation of memorials**

Staff are investigating a possible cause for the high number of unstable memorials. Staff will update members once professional advice has been sought.

## **24.3 To receive a quote to repair a damaged fence, if available.**

Staff have requested quotes to reinstate the fence which has fallen over between the compound and the West Allotments.

## **24.4 To receive an update on the shutter safety repair**

The contractor has ordered the parts for the job and will be in touch to arrange a date to begin works.

## **East Cemetery**

### **24.5 To receive an update on unstable memorial programme**

A contractor has been instructed to lay down three failed memorials. Staff will update members once the work has been carried out.

### **24.6 To receive an update on gate handle repair**

The handle has now been repaired.

## **25: PLAY AREAS:**

### **Paddler's Park**

#### **25.1 To receive an update on turf**

The turf has established well.

#### **25.2 To receive an update on placement of a water meter or alternative.**

Previously members have asked for a new water meter closer to the water feature. Meetings with a contractor did take place and there was some discussion regarding the suitability of what is currently in place. The contractor was due to contact the council with possible alternative solutions however this has gone on for some time now and no information has been forthcoming despite requests from staff.

Members are asked to consider alternative options.

#### **25.3 To receive an update on monthly meter readings for Water Feature**

Members to note the recent meter readings taken on the 2<sup>nd</sup> of June was 4142 and on the 8<sup>th</sup> of July was 4236. It appears the usage between June and July is quite normal. Previous investigations ascertained there was not a leak within the system, but concerns were raised following the substantial usage between April 0388 and May 4027 however staff have realised this coincided with the Easter Holidays

#### **25.4 To discuss works required as highlighted in ROSPA report**

- Relocation or removal of Cycle Rack
- Level ground of Caterpillar seat or consider alternative
- To consider purchase of grass matting to allow grass growth
- Levelling of ground to prevent trip hazard

#### **25.5 To discuss damaged surface**

Members are asked to discuss possible solutions to repair the damaged surface at the parks gate.

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## Philip Drive:

### **25.6 To receive a quote to repaint railings if available**

As agreed at the last Amenities Meeting staff have chased up the owner responsible for the overgrown land to request this be cut back so our contractor can gain access to repaint all the fencing. Still no response.

### **25.7 To discuss works required as highlighted in ROSPA report**

- Gaps in play area surface – medium risk

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

### **26.1 To receive an update on plaque for the Radcliffe School Memorial**

Staff have been informed that the contractor cannot fully fulfil the order for the signage due to lack of communication from the 3<sup>rd</sup> party fabrication for the backing plate and posts.

Staff have requested the costs of the signage without the backing plate and posts. Costs shall be presented at the meeting should they be available.

Members are asked to discuss whether to purchase the signage and arrange for another contractor to supply a backing plate and posts or go down another route. A cost of up to £500 has already previously been agreed for this sign and the two signs for the flower beds see 23.1.

### **26.2 To receive an update on the bus shelter on Acklington Road**

Work to install the new shelter is booked in for the 31<sup>st</sup> of July, however this date may change due to the contractor waiting on permit approval.

### **26.3 To receive an update on the high street bus shelter**

The contractor has informed staff replacing the old panels is due to take place early September.

### **26.4 To receive an update on the ‘chatty bench’**

The ‘chatty bench’ has now been installed and the old bench it replaced has been disposed of.

### **26.5 To receive an update on the 2025 seat replacement schedule**

All new seats and new replacement plaques have now been installed.

### **26.6 To receive an update on the reinstallation of seat and trees along Percy Drive/ Hauxley Grange.**

Staff contacted Persimmons again on the 23<sup>rd</sup> of July for an update on the reinstallation of our seat that was removed during their development on Percy Drive, and also when they intend to plant the trees along Percy Drive that were agreed to at a site meeting on the 5<sup>th</sup> of February. Members to note a base for the new seat has been installed however was designed to hold planters either side of the seat. Staff had informed Persimmons this was not agreed, and the areas have now been filled.

### **26.7 To receive an update on installation of bus shelters on Percy Drive.**

Staff contacted the Highways Infrastructure Manager on the 23<sup>rd</sup> of July for an update.

In the planning conditions Persimmons have to install shelters on Percy Drive which then would become the responsibility of ATC. Persimmons are disputing NCC have completed a technical sign off however ATC have been made aware NCC are not in a position to technically sign off bus shelters so they are not included in NCC’s technical schedules but that does not mean they are not required. This issue is ongoing, and staff continue to chase for updates.

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This will continue to be raised at Locality meetings until resolved.

## **26.8 To discuss church street bus shelter**

As agreed at Full council, staff contacted NCC to request a timeline on when we should expect to hear about the grant applied for. Still no update.

Members are asked to decide whether to wait on the grant should it be successful or go ahead now with the repair to the bus shelter roof as it is a safety concern.

## **27: COMMUNICATIONS:**

### **27.1 To note complaint**

More complaints received about the use of weed killer within the west cemetery around the memorials, the feeling is that this is what is causing the ground to dry and crack causing the memorials to become unstable. The contractors have been contacted and have said that due to the extreme heat we have been experiencing this causes the ground to dry and also heats up the memorials causing further dryness of the ground around the memorials. Our cemetery is not the only one that has been affected in this way.

## **28: AGENDA ITEMS:**

### **28.1 To receive a quote to repair the coal trucks, if available**

Staff are still awaiting quotes to repair the coal trucks.

### **28.2 To discuss approving minutes at the following amenities meeting.**

Members are asked to decide if they would prefer all members to approve minutes before they are finalised or stick with the current system of the chair only approving the minutes.

### **28.3 To discuss picture to be added to a memorial**

Members are asked to discuss a picture to be added to a memorial.

The picture is to be set into a 5x4 inch oval frame.

## **29: INFORMATION ITEMS:**

### **29.1 To note the most recent Paddlers Park and Philip Drive Playground Reports.**

Members are asked to note both reports.

### **29.2 To note ROSPA safety inspection**

Members are asked to note the safety inspection.

### **29.3 To receive an update on the King Edwin Primary School commemorative plaque**

A date will be arranged to handover the plaque once the play equipment has arrived.

### **29.4 To receive an update on seats being donated**

Two seats have been donated to Amble Youth Project. Staff are making arrangements to donate a seat to Border Links for their allotment.

### **29.5 To note staff course, completed**

Staff completed the Microsoft Excel Intermediate module 1 course on the 28<sup>th</sup> of May and module 2 on the 19<sup>th</sup> of June. The course provided valuable information.

## **30: DATE AND TIME OF NEXT MEETING:**

The next Meeting date will be held at 6.00pm on Thursday 25<sup>th</sup> September 2025, in the Town Council Office, Top Floor, Fourways 2, Amble NE65 0DT.