



**Minutes of the Virtual<sup>1</sup> Meeting of the Amenities Committee held on Monday 23<sup>rd</sup> November 2020 at 7.30 pm.**

**Present:** Cllr Brentor (Chair) and Cllrs Cornell and Watts.  
Bev Cornish, Parish Clerk.

Five members of the public were present.

**Public Question Time:**

The Chair of the Downton Society expressed her thanks to the Parish Council for the purchase of the planters for Downton In Bloom. She said that if the Amenities Committee were to agree that a Working Group be formed, it would be appreciated that a person on the group be appointed to liaise with the In Bloom group. She also said that the Society was looking for sponsorship for the project and suggested that plaques could be added to the planters with the suggested wording of 'Downton Parish Council in partnership with the Downton Society'.

Cllr Hall gave a brief report on his investigation into the potential refurbishment of the cremated remains area of Downton Cemetery. He said that he had looked at Fordingbridge Cemetery which was very smart and surrounded by gravel rather than grass which gave the impression of being much tidier. He said he had sought an 'indicative price' but not a quote from a contractor who was employed by the Brian Whitehead Sports Centre Association.

Cllr Hall gave a brief update on his investigation into the telephone box in the High Street. He said he had shared the emails with all members present and advised that it was still a working telephone box which BT were going to refurbish following his email to them to carry out repairs.

Cllr Hall gave a brief report on his investigation into the removal of graffiti on the skatepark. He said he had sent the quote to the Clerk and had emailed Cllr Brentor but appreciated that it was not on the agenda for discussion at the meeting.

**46.20 To receive apologies for absence:** Cllr Brentor advised that apologies had been received from Cllr Pearce due to a personal commitment.

**47.20 To consider and resolve to approve the Minutes of the meeting held on Monday 28<sup>th</sup> September 2020:** Cllr Brentor proposed from the Chair and it was RESOLVED that the Minutes of the meeting held on Monday 28th September 2020 be approved and corrected as agreed and that they be signed by the Chair.

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<sup>1</sup> In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

**48.20 Declarations of Interest:**

- a. **To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers:**

Cllr Cornell declared a personal and non-pecuniary interest in the contractor mentioned in the quote for the refurbishment of the cremated remains section of Downton Cemetery.

- b. **To consider any Dispensation Requests received by the Parish Clerk and not previously considered:**

The Clerk advised that no dispensation requests had been received.

**49.20 To resolve to note the matters arising and actions taken from the and actions taken from the Minutes:** Cllr Brentor proposed from the Chair and it was RESOLVED that the following matters arising be noted:

**38.18b. Borough Cross:** *Awaiting confirmation of when work will be taken forward from contractor.*

**48.18 Emergency Plan:** *Completed as far as possible and sent to Councillors. Awaiting responses from 3 councillors.*

**58.18 Defibrillator in Charlton:** *Awaiting confirmation from Dave Watton that he has tested the box and the defibrillator can be ordered.*

**23.19 Memorial Gardens restoration:** *This is delayed and won't be able to be completed until spring 2021. Quotes for landscaping are being sought by the Memorial Centre construction working group.*

**25.19 Public Bins:** *9 bins were installed in October.*

**55.19 Painting of Iron Bridge and to make recommendations on how it should proceed to the Parish Council:** *Awaiting a quote.*

**37.19: Signage:** *Item on the agenda.*

**42.19: Play Inspection Memorial Gardens:** *Redlynch Leisure should be completing the repairs within the next 2 weeks.*

**12.20: Bridge over the Avon project once drawings, topographical and ecology reports are received:** *The Contractors have been instructed and the PC has deferred the decision to submit the application at a future meeting.*

**35.20: Bollards around the Borough Cross:** *This has been accepted by Julie Watts of Wiltshire Council. Plans and a quote are awaited but are next expected before January 2021 due to her current workload.*

**38.20: Street Names Signs:** *5 signs have been ordered through Wiltshire Council.*

**40.20 Noticeboard at Cemetery:** *This was due for installation on 19th November but a delay has been caused by the need to install 2 new posts which is in hand.*

**50.20 To review and note the Parish Asset Maintenance List:** Following a brief discussion, Cllr Brentor proposed, Cllr Watts seconded and it was RESOLVED that the extensive list, compiled by the Administrative Officer, be noted and that quotes be sought for the outstanding work identified as medium risk.

- 51.20 To consider a request and proposal from a resident with regard to the updating of the play equipment in the Memorial Gardens:** Following a discussion, Cllr Brentor proposed from the chair and it was RESOLVED that the Moot Lane Working Group should meet to carry out a review of the equipment required in that play area and that members should also consider items for the other play areas before a play area long term plan is created and any decision is taken. She also asked that the resident be thanked for her suggestions which the Council would take into account once the review had taken place and the plan drafted.
- 52.20 To consider the quotes from Mr Lee Bush for various maintenance works identified at Downton Cemetery and for the relocation and installation of benches in The Borough and Moot Lane:** Cllr Watts proposed, Cllr Cornell seconded and it was RESOLVED that a recommendation be made to the Parish Council for the quote of £585 to be approved. This followed an explanation from the Clerk that as it was the only quote received from several quotes sought, it provided good value for money, it included the cost of materials and the work could be carried within a reasonable lead time, it was acceptable to approve it.
- 53.20 To consider a quote from Idverde for the painting of Moulds Bridge and to make a recommendation to the Parish Council:** Following a discussion, Cllr Watts proposed, Cllr Cornell seconded and it was RESOLVED that a decision be deferred until alternative quotes. It was also agreed that the quote received of £1020 be the maximum amount which the Committee would recommend that the Council spends on the work.
- 54.20 To consider Cllr Chris Hall's proposal to refurbish the area for cremated remains at Downton Cemetery and to make any recommendations to the Parish Council:** Following a lengthy discussion, Cllr Cornell proposed, Cllr Watts seconded and it was RESOLVED that the following steps be approved before a recommendation is made to the Parish Council that:
- i. The approach as exemplified by Fordingbridge Cemetery be agreed in principle with the grass being removed, a weed-suppressing membrane be laid and the area be covered in pea shingle or other suitable material.
  - ii. A spreadsheet be drafted showing the tasks to be carried out at the Cemetery in priority order.
  - iii. A specification for the work to the cremated remains area be provided by Cllrs Hall and Watts ahead of at least 2 quotes being obtained.
  - iv. The Communications Working Group will meet to determine the approach to be taken in communicating information to the parish in advance of the work being carried out.
- 55.20 To consider the status of the Downton in Bloom project and whether it should be formalised through the setting up of a working group and make a recommendation to the Parish Council:** Following a discussion, Cllr Brentor proposed from the Chair and it was RESOLVED that the Council should not set up a working group.

- 56.20 To consider and resolve to approve the Parish Council tasks within Downton in Bloom Project Plan:** Cllr Watts proposed, Cllr Cornell seconded and it was RESOLVED that the Council will continue its work to replace and refurbish items within its remit and as identified by officers and councillors as far as was possible within its agreed annual budget.
- 57.20 To consider whether the Downton in Bloom planters should display plaques/markers:** Cllr Cornell proposed, Cllr Watts seconded and it was RESOLVED that this item be deferred to the next meeting to allow discussions to be held with the Downton In Bloom group.
- 58.20 To consider and resolve to agree on the potential uses for the telephone box in the High Street:** Cllr Cornell proposed, Cllr Watts seconded and it was RESOLVED that the Council should write back to BT, who own the telephone box, to clarify what work they intend carrying out to it. As a result of it being owned by BT and useable by members of the public, it was agreed that it was not possible for it to have alternative uses.
- 59.20 To consider and resolve to approve the Street Name Refurbishment Project Plan and to agree on who will be the lead councillor:** Following a discussion, Cllr Brentor proposed from the Chair and it was RESOLVED that the Project Plan be approved in principle. It was also agreed that with no councillor volunteering to take on the role of lead councillor, this item be added to the agenda for the next Parish Council meeting to see whether any other councillors were willing to take on the role.
- 60.20 To resolve to agree on who will attend the site visit with the Council's contractor for the landscaping of the Memorial Gardens following completion of the Memorial Centre project:** Cllr Brentor proposed from the Chair and it was RESOLVED that Cllr Mace should attend the site visit on behalf of the Committee and that if Cllr Brentor was available at the time agreed for it that she attend too.
- 61.20 Next meeting:** Cllr Brentor confirmed the date of the next meeting as Monday 26<sup>th</sup> March 2021 at 7.30 pm.

With no other business, the meeting closed at 8.55 pm.