



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL'S AMENITIES COMMITTEE
Meeting held on
Monday 03 July 2023. Start time 7:30 pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)

Councillors present: Gareth Watts (Chair) (GW), Paul Roberts (PR), Andy Watts (AW), and Matthew Randall (MR)

Ex Officio Councillors present: Jane Brentor (JB) and Dave Mace (DM)

Plus: Melanie Camilleri (MC) – Clerk/RFO and Naomi DeFriend (DF) – Admin Officer.

No members of the public attended.

MINUTES

- 23/23** **Public Question Time:** None (no members of the public attended)
- 24/23** **Apologies for Absence:** Notification received from Cllr Randall that he'd arrive to the meeting late. Noted and accepted.
- 25/23** **Declarations of interest:** DM (28/23 as Trustee of the Memorial Hall) and GW (29/23 as he knows some of the contractors who've quoted)
- 26/23** **Minutes**
i) RESOLVED: the Minutes of the Meeting held on **22 May 2023** were approved
- 27/23** **Business raised during Public Question Time**
To resolve to refer any business raised by the public or items of information from councillors either to the appropriate committee or for any other action.
None (no members of the public attended)
- 28/23** **Memorial Hall Maintenance**
Having declared an interest, DM removed himself from the room for the entirety of this Agenda item, therefore did not take part in the discussion. DM abstained from voting; forfeiting his vote.
RESOLVED:-
- A Wells selected for 3x flat roof membranes subject to satisfactory warranties (min 10 years)
 - Salisbury Guttering selected for guttering, downpipes, and Repairing and repainting fascia on East wall
 - Paul Fox selected for Exterior window painting & Interior painting

29/23

Cemetery

Having declared an interest, GW abstained from voting; forfeiting his vote.

RESOLVED:

- Cremated remains area to be tackled first. In this respect:-
 - Greenwood quote selected: current plaques lifted up to the height of the newly laid subbase and bedded back down on a sand/lime/cement base (to ensure that no further maintenance will be required in the area)
 - The PC must attempt to inform all nearest living relatives of the work to be carried out (using cremated remains records held). The PC must also inform members of the public by advertising locally
- All other jobs e.g. re-set the benches will either be dealt with by a) a PC working party or b) discussed at the mid-year budget review meeting in Aug/Sept 2023.

At this point of the proceedings, Cllr Randall joined the meeting.

30/23

RESOLVED: that Agenda items 31/23 would be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the confidential and commercially sensitive nature of the business to be discussed

31/23

Play Park Refurbishment Project

- Stage 1 Essential requirements.
Tender documents (including designs, itemised quotes, and supporting documents) received from all three selected suppliers for Moot Lane, Memorial Gardens, and Charlton All Saints were opened, read, and discussed.
RESOLVED: No bids were disqualified at this stage.
- Stage 2 Quality Score and Stage 3 Price Score.
RESOLVED: the Amenities Committee will reconvene to complete a score card for each bid using the criteria set out in the Tender Document dated 15 June 2023.

32/23

Date of next meeting

To next **Downton Parish Council's Amenities Committee Meeting** will be held **on 10 July 2023 at 5pm** in the **Memorial Hall, Downton (Bonvalot Room).**

Being no further business, GW closed the meeting at 10.49pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT AMENITIES COMMITTEE MEETING