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***‘protecting and improving the quality of life***

***for all Bayston Hill residents’***

**Clerk to the Council/RFO: Caroline Higgins**

**Chairman: Cllr Keith Keel**

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Committee Members**:** Cllrs Clarke (Chairman), Mrs Whittall (Vice Chairman), Cllr Mrs Lewis, Parkhurst, Keel and Breeze.

You are summoned to attend an Amenities Committee meeting on Monday 20 November 2017 to follow the Planning Committee meeting commencing at 6.30 pm in the Memorial Hall. The Amenities Committee meeting will start no earlier than 7:00pm

**Caroline Higgins**

**Caroline Higgins `**  14 November 2017

**Clerk to the Council**

**AGENDA**

A94.17 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

A95.17 **DECLARATION OF INTEREST** - Disclosure of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.  *Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members’ interests maintained by the Monitoring Officer.*

A96.17 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – *To allow members of the public the opportunity to speak on an item listed on the Agenda up to a maximum of 3 minutes.*

A97.17 **MINUTES** - To approve the minutes of the Amenities Committee meeting held on 2 October 2017.

A98.17 **CLERK’S REPORT, including MATTERS ARISING** – To note progress on matters arising from previous Amenities Committee meetings, not arising elsewhere on the agenda (see action list). To note any other points of information not requiring a decision.

A99.17 **FIRE RISK ASSESSMENTS –** To appoint a Competent Person (as defined by the Regulatory Reform (Fire Safety) Order 2005 to conduct suitable and sufficient Fire Safety Risk Assessments for Council buildings, (see confidential quotations); to review and approve draft emergency plans for each building, (subject to review by the Competent Person); to authorise the inclusion of the emergency plans into the hire agreements for buildings leased to the public.

A100.17 **SPORTS AND RECREATION REVIEW** – to note and consider the responses to the survey and identify any priority recreational provisions that might be included in the forthcoming budget discussion.

A101.17 **PARKING ON THE COMMON** – to note damage caused by vehicles parking on the Common grass and authorise any preventative actions that may be appropriate

A102.17 **REVIEW OF LITTER AND DOG WASTE BINS** – To approve a comprehensive review of the design and distribution of waste bins in the Parish and authorise the replacement of those bins which are unfit for purpose with a uniform style that meets the needs of the Parish.

A103.17 **TREE WORKS AT LYTHWOOD PAVILION** - To consider requests by neighbours to reduce the height of trees overshadowing their gardens.

A104.17 **LAWN MOWER REPLACEMENTS -** To authorise the replacement of the Toro petrol lawnmower which is beyond economical repair; To consider the replacement of the Mountfield lawnmower which has a defective drive and is therefore unreasonably strenuous to operate.

A105.17 **WEEDSPRAYING CONTRACT –** To note the expiry of the three year weed spraying contract and to authorise the Clerk to invite tenders from suitably qualified contractors and award the work for a further three years in consultation with Chair of Amenities

A106.17 **PAYMENTS –** To approve and sign all payments (to follow)

A107.17 **EXCLUSION OF THE PRESS AND PUBLIC** - *To pass resolution to exclude the public under Public Bodies (Admission to Meetings) Act 1960, so as to discuss the following confidential matters*

A108.17 **CONFIDENTIAL QUOTATIONS** – To consider confidential quotations for the provision of compliant Fire Risk Assessments for the Council’s buildings; To consider confidential quotations for replacement lawn mowers; To consider confidential quotations for tree works at Lythwood Pavilion