

FROME TOWN COUNCIL

Minutes of a meeting of the Council Matters Committee

Wednesday 1 November 2017 at 7pm

Frome Town Hall, Christchurch Street West, Frome BA11 1EB

Present:

Councillors: Kate Bielby, Colin Cobb (Chair), Toby Eliot, Sheila Gore, Peter Macfadyen

In attendance:

Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer), Chris Stringer (Environment Manager), Nicola Cretney (Health and Wellbeing Manager), Rachel Griffin (Communications and Marketing Manager), Jane Llewellyn (Planning and Development Manager), Clementine Conlon Spears (Communications and Marketing Assistant)

10 members of the public

Minute Ref	Agenda Item	Action
2017/33/CM	<p>The meeting started at 7.01pm</p> <p>1a. Apologies for absence Received from Jean Boulton, Gary Collinson, Pippa Goldfinger, Mel Usher and Heather Wride</p> <p>1b. Declaration of members' interests None was received</p> <p>1c. Minutes from the last meeting on 6 September 2017 Peter Macfadyen asked that Tim O'Connor's name was removed from the attendees list as he was not present at the meeting.</p> <p>Rachel Griffin gave an update on the Breaking the Mould conference planned for 8 February 2018. She explained that the conference would be aimed at parish and town council staff and Cllrs and will look at how councils could future proof themselves.</p> <p>Chris Stringer noted that he was still investigating the possibility of a tea stand at Welshmill Park next summer.</p> <p>The minutes of the Council Matters Committee meeting held on 6 September 2017 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Kate Bielby, seconded by Peter Macfadyen, agreed unanimously.</p>	
2017/34/CM	<p>2. Questions and comments from the public and Cllrs Gill Fone was concerned about cars parking poorly on a particular corner in Foundary Barton. After speaking to Highways to request</p>	

FROME TOWN COUNCIL

	<p>double yellow lines she had been told to consult with FTC. Jane Llewellyn asked Gill to put the request into writing which would then be discussed at a Planning Advisory Group meeting. Jane also noted that FTC were working with county Cllrs and officers to take a strategic look at parking in the town. County Cllr John Clarke asked Gill to copy him into the correspondence.</p> <p>Pat Taylor raised a concern about the usability of car parking spaces that would be created from the demolition of the Cork Street toilets. At was advised to wait for further information from MDC as to their plans for the space after the toilets were demolished.</p>	
<p>2017/35/CM</p>	<p>3. For decision: Better footpaths and more places to sit in Victoria Park</p> <p>Chris Stringer noted how we were lucky to have members of the community who were passionate enough to submit this petition. He explained the root system created by the parks trees make resurfacing a complicated task, and the safety of the trees must be taken into consideration. Chris outlined the three resurfacing options in the report.</p> <p>Colin Cobb asked what percentage of the path was in poor condition, and if the whole path was resurfaced was this most cost effective? Chris replied that it was too hard to measure however the two areas mentioned in the report were the worst.</p> <p>Peter Macfadyen asked how does one deal with the roots, removal would presumably damage the tree? Chris said the prospect of trying to dig down would cause unsurmountable damage to the trees, this would all be taken into consideration as we want to protect them.</p> <p>Kate Bielby said she walks around the park with somebody who has severe visual impairment and it is really difficult, there is a real need to improve paths. If we complete the path in sections, it will be less aesthetically pleasing. Chris agreed, and reiterated that the joins would become weak points, which would probably require attention over time.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Resurface approximately 80 sqm as you enter by the bowls club and resurface approximately 60 sqm as you enter the park from Weymouth Road as soon as possible 2. Cost out resurfacing taking into consideration the condition of the paths as a whole and the estimated life span of the new pathing. <p>Proposed by Peter Macfadyen, seconded by Sheila Gore, agreed unanimously.</p>	<p style="text-align: center;">CS</p>

FROME TOWN COUNCIL

<p>2017/36/CM</p>	<p>4. For decision: Delivery of projects identified in various Site Management & Improvement Plans and suggested s106 funding</p> <p>Chris Stringer explained that s106 funds totaling £250k must be spent by FTC by December 2025. This money was originally intended for the development at Trinity Park. FTC, in agreement with MDC, had decided the sum could be spent on some of Frome’s green spaces.</p> <p>Paul Wynne explained that even if Cllrs agreed how to spend the funds the plans would still need to be approved by MDC. Chris added that agreeing to the full amount right away would be ideal. In addition, FTC may find that additional external funding becomes available along the way, but it would be good to agree on this list, so the process could begin with MDC.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Approve the site and project allocation of the Trinity Park s106 2. Liaise with Mendip Cllrs in Frome and then MDC in order to transfer the s106 budget to FTC 3. Explore additional sources of funding 4. Come back to the next appropriate committee meeting with a progress report including any additional details 4. Deliver the projects within the timescale detailed in the report <p>Proposed by Toby Eliot, seconded by Kat Beilby, agreed unanimously.</p>	<p>CS</p>
<p>2017/37/CM</p>	<p>5. For decision: Management & Improvement Plans for New Road and The Dippy</p> <p>Chris Stringer presented the management plans for New Road and the Dippy. This was the first management plan for New Road as the space is still in good condition. The plan mainly focuses on play and some possible tree planting. For the people living in that part of town it was an important play area.</p> <p>The Dippy management plan had been in place for a couple of years and therefore this was just an update. The Dippy was seen as a green lung within a heavy residential area. The management approach is much softer with less mowing, more natural habitats etc. Solar powered lighting along footpaths had been discussed with residents. A degree of enthusiasm was expressed, and now people were requesting the lighting as evenings were getting darker. There was a s106 fund assigned to the Dippy, which could be used for that purpose. However, Chris explained that future work would be required on the culvert which would be costly therefore some of the s106 could be earmarked for that work.</p>	

FROME TOWN COUNCIL

	<p>Kate Bielby enquired whether the lighting would affect wildlife. Chris explained that the lights that FTC used at Welshmill were bat friendly. Those lights were not the same as street lighting or security lighting, they would essentially mark a route and therefore would not interfere with wildlife.</p> <p>Peter Macfadyen asked how much the lighting would cost, if the council were to agree to it tonight. Chris said it would cost a few thousand pounds.</p> <p>Peter Macfadyen raised concerns for a global dwindling insect population. He proposed a strategic look at the towns bio-diversity. Chris reassured him that bio-diversity was within the work programme. He was already in contact with partners such as the Wildlife Trust.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Adopt the proposed management plans for New Road & The Dippy 2. Delegate responsibility to the Environment Manager to implement the plans 3. Note the scheduled review dates <p>Proposed by Sheila Gore, seconded by Peter Macfadyen, agreed unanimously.</p>	CS
2017/38/CM	<p>6. For information: 2017-18 Work Programme – mid-year review</p> <p>Chris Stringer talked generally about the work programme and highlighted areas where FTC had achieved what we set out to. For example; the picnic and play area in Victoria Park, Critchill Rangers team, affordable housing and self-build register, a great Ranger team, community cars, community fridge, the Share shop, communications team, voluntary support for community groups and a clean bill of health from external auditors.</p> <p>A member of public asked if FTC was going have a look at Foundry Barton, which she believed needed tidying up, as it’s an area that children play. Chris replied that FTC has got a local contractor looking to start before Christmas.</p> <p>Peter Macfadyen commended FTC staff for being so ambitious, he remarked that it was extraordinary that a town council should have such a broad list and managing to fit everything in. Colin Cobb agreed and gave an enormous congratulation to the staff on all their work.</p> <p>Ali Barclay enquired as to whether the ‘Matrix Management’ style had made a difference. Paul Wynne explained that it was working</p>	

FROME TOWN COUNCIL

	<p>well and the work the management group was doing was a reflection of that.</p> <p>Adam Boyden congratulated FTC staff and added that the Saxonvale steering group has gone a bit quiet, he asked what FTC are we doing and what Mendip could do to help? Colin said that discussions have been taking place about what the various parties/landowners were doing, but nothing concrete to make public announcements about. There were lots of hopes and suggestions. Discussions were going on with MDC. Adam asked if it was possible to force the hand of landowners who are slowing progress? Colin explained that the option had been talked about more seriously.</p>	
<p>2017/39/CM</p>	<p>7. For Information: Financial update at 30 September 2017</p> <p>Jackie Wheeler noted that the internal auditors report had been signed off and could be viewed on the website. She explained FTC would be posting the reports of the external auditors on the website too as a means of being transparent. With regards to the expenditure statement, the income is down from what had been anticipated. Jackie noted she was really confident the shortfall would be covered by underspends.</p> <p>Peter Macfadyen asked Sheila Gore, as finance project sponsor, if anything gave her cause for concern in the report. Sheila reassured Cllrs that Jackie was always clear in her reports and alerted her to any issues as they came up. Sheila noted there was nothing she felt she needed to draw Cllrs attention to. Toby commended Jackie for keeping the finances so clear, considering FTC was always so busy.</p> <p>Sheila reminded Cllrs that they ought not to claim great expenses while the town hall gets on top of its expenditure.</p>	
<p>2017/40/CM</p>	<p>8. For information: What's been going on at the Town Hall?</p> <p>Rachel Griffin reported what had been happening at the Town Hall. She explained that the occupancy of the rentable rooms had risen from 10% to 19%. She noted that a large proportion of the room bookings had been made by FTC staff, while not adding to the income, it did represent a good use of space. Also, previously FTC had to pay for room bookings at external venues.</p> <p>Rachel noted that efforts were being made to maximise the space, for example the hotdesking space was being moved into was formally known as the café. Active and In Touch were moving into the Parlour, making the space they were occupying more accessible for use by community groups. The change of use for the Council Chamber was currently subject to planning permission. The application was about to be submitted. As part of the noise management plan the recommendation was to install air conditioning</p>	

FROME TOWN COUNCIL

	<p>to ensure that the windows and doors could be closed during events. This would need to be included in the planning application.</p> <p>Draft excluding brushes were to be fitted to double doors at the front entrance to improve energy use and new directional signs had arrived.</p> <p>The building was being looked after really well and the tenants were happy.</p> <p>Toby Eliot noted it was great that the building was being well looked after. Also, the changes being made to suit current need was the right attitude.</p>	
2017/41/CM	<p>9. For information: Health and Safety update Chris Stringer noted that there was nothing to report. The accident at the Showfield was currently being investigated by FTC's insurance company.</p>	
2017/42/CM	<p>The next meeting will be at 7pm on Wednesday 21 February 2018 at Frome Town Hall</p>	

The Chair closed the meeting at 8.42pm