

FROME TOWN COUNCIL

Minutes of a meeting of the Council Matters Committee

Wednesday 31 October 2018 at 7pm

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

Present:

Councillors: Sheila Gore (Chair), Heather Wride, Rich Ackroyd, Kate Bielby, Peter Macfadyen, Toby Eliot, Mel Usher

In attendance:

Paul Wynne (Town Clerk), Mary Dy (Executive Assistant to the Town Clerk), Sarah Williams (Business Manager), Chris Stringer (Environment Manager), Jane Llewellyn (Planning and Development Manager), Peter Wheelhouse (Economic Regeneration Manager and Deputy Town Clerk), Mark Dorrington (FTC Cllr), Tricia Golinski (FTC Cllr), Nick White (FTC Cllr), Ali Barclay (FTC Cllr), Stina Falle (MDC Cllr), Des Harris (MDC Cllr)

3 members of the public

Minute Ref	Agenda Item	Action
2018/39/CM	<p>The meeting started at 7.02pm</p> <p>1a. Apologies for absence Received from Pippa Goldfinger, Colin Cobb</p> <p>1b. Declaration of members' interests None was received</p> <p>1c. Minutes from the last meeting on 5 September 2018 Chris Stringer provided an update on items arising in minute 2018/34/CM from last meeting:</p> <ul style="list-style-type: none">• Alternative planters to replace the pyramid planters in the Market Yard car park have been scoped out; it will be proposed to include the costs to next year's budget.• New recycling bins for Victoria Park have arrived and will be installed shortly. Success and practicality will be assessed over the next months and, if they work well, buying more for other sites will be considered.• Confirmed that open space management plans are now on the website.• Planting at the Otherside at Welshmill are to be reviewed over the winter. <p>The minutes of the Council Matters Committee meeting held on 5 September 2018 were then approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Kate Bielby, seconded by Peter Macfadyen, agreed</p>	

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	unanimously.	
2018/40/CM	<p>2. Questions and comments from the public and Cllrs</p> <p>Peter Wheelhouse commented on the redundant toilet blocks on behalf of MDC Cllr Des Harris. Gill Fone reminded the meeting that MDC had said these toilet block would be demolished by the end of summer. Cllrs agreed that MDC had said this.</p> <p>Gill also commented on the open space at Foundry Barton. She feels that the work that should be done to complete the improvements is as follows:</p> <ul style="list-style-type: none"> • tidying up the planted (shrub) borders • painting the railings • removing the two sets of redundant site entrance gates • and re-hanging or re-fixing the JW Singer gate by the gantry <p>She also commented that the areas along the riverbank need general attention. Overall though, the space looks good and she is pleased by the tree plantings and the gantry.</p> <p>Chris said that remaining work would be completed as soon as possible.</p> <p>Lenka Grimes urged the Cllrs to object again to the planned incinerator in Westbury following resubmission. Jane Llewellyn confirmed that FTC has sent another objection.</p>	
2018/41/CM	<p>7. For decision – Participatory Budgeting in 2019/20</p> <p>Toby Eliot presented the report. One main takeaway from this third year of running Participatory Budgeting is the need to diversify and broaden the voting base. The ultimate long-term goal of PB is to change community perception and for the public to expect to be part of Council decisions.</p> <p>Mel Usher agreed with the recommendations, following a conference he had attended where people were very impressed at what Frome is doing, and proposed an amendment that the funding allocations be a minimum of £25k and £10k (to PB events and PB Town Vote respectively). This was seconded by Peter Macfadyen and agreed unanimously.</p> <p>Ali Barclay arrived at 7.23pm.</p> <p>The amended recommendations:</p> <ol style="list-style-type: none"> 1. Take forward PB events for 2019-2020 to enable a vote in March 2019 and allocate a minimum of £25k in the 2019/20 budget 	

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	<p>2. Take forward PB Town Vote around a single community led theme and allocate a minimum of £10k in the 2019/20 budget</p> <p>Proposed by Toby Eliot, seconded by Rich Ackroyd, agreed unanimously.</p>	
<p>2018/42/CM</p>	<p>3. For decision – 6-month review of the 2018/19 work programme</p> <p>Jane Llewellyn presented the report, thanking the management team, staff and Councillors for their cooperation to get a significant amount of work done in the first six months of the year. Highlights of progress included:</p> <ul style="list-style-type: none"> • A new orchard has been planted in a short space of time. • Active travel (i.e. by walking or cycling) increased by 20% and we have increased the number of free physical activities available in Frome. • Positive impacts in the community development pilot at Trinity. • Phase 1 of Market Place remodeling has been completed, public engagement on proposed phase 2 to begin soon and we've been offered a £50k grant by SCC for bus stop improvements. • Increased Search Engine Optimisation on Discover Frome website has resulted in significantly decreased bounce rates. • Financial records and procedures in place were approved by internal auditors who confirmed that FTC has a good standard of internal control. <p>Regarding the Environment work programme, Peter Macfadyen expressed continued discontent with the level of service that MDC's ground care contract is providing to keep Frome clean and tidy. Chris Stringer said it was unlikely that we will succeed in improving the performance of the service provider nor change the service providers. The root of the problem was insufficient contract monitoring and enforcement by MDC. Chris reminded the meeting that FTC do not have control over the contract and there may be a disparity between what we perceive as substandard and what MDC and the contractors consider as substandard. He acknowledged that reporting has had only a short-term effect. Rich Ackroyd urged to keep the pressure on; Heather Wride suggested contacting other surrounding town and parish councils affected and putting collected pressure on MDC to improve the issue. Paul Wynne acknowledged that no one seems happy with the current situation and suggested that it was a good time in the year to think about alternative plans of action.</p>	

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	<p>Peter also acknowledged the amazing amount of work completed in six months.</p> <p>Toby Eliot left at 7.30pm.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. Agree the additions and amendments to the 2018/19 work programme that are set out in Table 1. 2. Note the actions that are given an 'Amber' rating in the RAG assessment and highlighted in Table 2. 3. Remove the actions from 2018/19 work programme that are set out in Table 3. <p>Proposed by Kate Bielby, seconded by Toby Eliot, agreed unanimously.</p>	
<p>2018/43/CM</p>	<p>4. For decision - an update on the current financial situation to 30 September 2018 Sarah Williams presented the key items in the report.</p> <p>Nick White noted that the balance sheet never records capital assets and suggested that these should be recorded. Paul agreed. He mentioned that an asset study is done once every three years, but in the meantime, asset values can be presented to Council Matters Committee and the information placed on the website.</p> <p>Des Harris arrived at 7.49pm.</p> <p>Recommendations:</p> <p>Councillors are requested to approve the:</p> <ol style="list-style-type: none"> 1. Income and expenditure sheet 2. Balance sheet 3. Breakdown of reserves 4. Payments made over £500 5. Year-end budget forecast 6. Report from the internal auditor <p>Proposed by Kate Bielby, seconded by Rich Ackroyd, agreed unanimously.</p>	<p style="text-align: center;">SW / MD</p>
<p>2018/44/CM</p>	<p>5. For decision - Management plans for New Road play area and the Dippy Chris Stringer presented the report, highlighting the management summary and next steps on each plan and the site risk assessments.</p> <p>He noted that this is the second time that the plan for New Road has been reviewed and the next steps are aimed at enhancements. This</p>	

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	<p>is the third time the plan for the Dippy has been reviewed and the next steps there are aimed at managing and improving the environmental quality of the vegetation. He also acknowledged that the Dippy is one of the higher risk sites that FTC manages because of the open culvert and occasionally dangerous items like syringes in the brambles. Admittedly, the risk is mostly to FTC Rangers and contractors which is easier to manage. Chris suggested signage as an idea to further manage risk to public safety; Nick White was not in favour of this and preferred a less sign cluttered site.</p> <p>Kate Bielby provided feedback from residents that although there has been some anti-social behaviour at the Dippy, this doesn't mean that the site should be made less accessible. Kate also asked about the water pollution in the culvert; Chris said a feasibility study funded and undertaken by the Wild Trout Trust could provide some solutions.</p> <p>Rich Ackroyd acknowledged the good work done by Chris, the Rangers and Emma Parker.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. Adopt the management plans for New Road and the Dippy 2. Adopt the site risk assessments for New Road and the Dippy 3. Approve the scheduled review dates for the above plans 4. Approve the scheduled annual review of the above site risk assessments 5. Delegate responsibility to the Environment Manager to deliver the plans 6. Delegate responsibility to the Environment Manager to keep the site risk assessments up to date in-between approval and the (scheduled) annual review <p>Proposed by Rich Ackroyd, seconded by Peter Macfadyen, agreed unanimously.</p> <p>At this time, Paul Wynne presented an update from MDC on behalf of Des Harris: it was agreed that MDC carparks would be free to use from 19 to 24 December and on Small Business Saturday in early December.</p>	<p>CS</p> <p>CS</p>
<p>2018/45/CM</p>	<p>6. For decision – update on projects using the Trinity Park / Garston Road s106 budget</p> <p>Chris Stringer presented the report and noted that improvements to New Road play park, as mentioned in the previous agenda item, could be paid for out of s106 funding. He highlighted the table in the presentation, which includes the addition of start-up costs of implementing parkrun events at the Old Showfield, an amendment</p>	

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to the table in the circulated report. The up-to-date table is as follows:

S106 agreement from Trinity Park		Total	£233,195.00	
Status	Project	Where	Cost/ Estimate	Timescale
Completed	Improved footpaths	The Old Showfield	£35,358.70	Completed
Completed	Improved ramps for the skatepark	Mary Baily	£14,112.66	Completed
Completed	Improved play surfacing under the swings	Welshmill play area	£4,838.00	Completed
Agreed	Improved footpaths	Victoria Park	£35,000.00	Autumn 2018*
Proposed	Contribution to the further development of the skatepark	Mary Baily	£35,887.34	2019/20
Proposed	New play opportunities	Welshmill play area	£25,262.00	By summer 2019
Proposed	New play opportunities	The Old Showfield	£25,000.00	By summer 2020
Proposed	Natural play	Rodden Meadow	£25,000.00	By summer 2020
Proposed	Play improvements and tree planting	New Road	£15,000.00	By summer 2019
Proposed	Start-up costs for Parkrun Frome	The Old Showfield	£3,500.00	Winter 2018/19
		Spend	£215,358.70	
		Balance	£14,336.30	

Mel Usher asked for clarification on 'natural play at Rodden Meadow' and wondered whether the money can go towards clearing more of Millennium Green instead. Chris explained that 'natural play areas' are made of components that "blend in" with the natural surroundings (e.g. wood aesthetic) and encourage children to be imaginative about using their surroundings and that Millennium Green is not part of Rodden Meadow and owned by MDC. Even so,

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	<p>Chris noted that Ranger led volunteer tasks have been regularly carried out over the past year.</p> <p>Gill asked what new play opportunities for Welshmill play area would be; Chris said they were exploring the idea of adding a climbing frame on the woodland side of the play area to replace the soon to be worn out piece of equipment</p> <p>Mel also asked if the MDC Cllrs present would like to comment on the 'additional information' section of the report, noting that MDC have changed their procedures for releasing S106 funds. Sarah Williams clarified that the new procedure would mean a cash flow issue for FTC going forward. Des said that he would check on it and get together with Chris and Sarah to further clarify/discuss.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. Approve the updated projects and project sums for the Trinity Park s106 funds. 2. Liaise with MDC Cllrs in Frome and then MDC to transfer the s106 funds to FTC. 3. Delegate responsibility to the Environment Manager to deliver the projects within the timescales listed in Table 1. 4. Delegate responsibility to the Environment Manager to continue to bring forward updates on the s106 agreement and bring forward ideas and proposals for the balance of the agreement as the funds are spent (with timescales appropriate to the 2025 deadline). <p>Proposed by Kate Bielby, seconded by Rich Ackroyd, agreed unanimously.</p>	<p>CS</p> <p>CS</p> <p>CS</p>
2018/46/CM	<p>8. For information – update on Frome Town Hall</p> <p>Councillors noted the report.</p>	
2018/47/CM	<p>9. For decision – approval of Constitution chapters related to staffing</p> <p>Councillors noted the report. The recommendation was to approve the following chapters as part of the Constitution:</p> <ul style="list-style-type: none"> • Chapter 4 Staff Handbook • Chapter 4a Organisational Change Policy • Chapter 5 Training Statement of Intent <p>Proposed by Peter Macfadyen, seconded by Rich Ackroyd, agreed unanimously.</p>	
2018/48/CM	<p>10. For decision – approval of Media Communications Policy</p> <p>Councillors noted the report. The recommendation was to approve</p>	

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	the Media Communications Policy as chapter 20 of the Constitution. Proposed by Peter Macfadyen, seconded by Rich Ackroyd, agreed unanimously.	
2018/49/CM	11. For information – update on health and safety, risk management and staff training Councillors noted the report.	
2018/50/CM	The next meeting will be at 7pm on Wednesday 19 December 2018 at Frome Town Hall	

The Chair closed the meeting at 8.34pm