

# FROME TOWN COUNCIL

## Minutes of a meeting of the Council Matters Committee

Wednesday 15 July 2020 at 7pm  
Zoom

### Present:

Councillors: Richard Ackroyd, Lizzie Boyle, Sara Butler, Rob Collett, Anita Collier, Mark Dorrington, Sheila Gore, Anne Hills, Andy Palmer, Steve Tanner, Andy Wrintmore

### In attendance:

Cllr John Nelson, Cllr John Clarke, Cllr Drew Gardner, Paul Wynne (Town Clerk), Rachel Griffin (Marketing and Communications Manager), Sarah Williams (Business Manager), Hannah Paniccia (Finance Assistant), Chris Stringer (Environment Manager), Beccy Byrne (Marketing and Communications Officer), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor)

18 Members of the public

Minute Ref	Agenda Item	Action
2020/51/CM	<p>The meeting started at 7pm</p> <p>1a. Apologies for absence Received from Maxine Crawley and Nick Dove</p> <p>1b. Declaration of members' interests None was received</p> <p>1c. Minutes from the last meeting on 26 February 2020 The minutes of the Council Matters Committee meeting held on 26 February 2020 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Anne Hills, seconded by Rich Ackroyd, agreed by majority.</p>	
2020/52/CM	<p>2. Questions and comments from the public and Cllrs Rich Ackroyd clarified that the road works commencing in Welshmill at the same time as the Market Place improvements and the subsequent road closures was a decision by SCC. FTC had tried to persuade them to time the works differently. Rob Collett asked if this has been publicised. Rachel Griffin confirmed a press release had been published on the FTC website and would be printed in the Frome Times.</p>	
2020/53/CM	<p>3. For decision - Management &amp; Improvement plans for Rodden Meadow and Millennium Green Chris Stringer explained that the spaces were managed with people and wildlife in mind. He noted the one change proposed for Rodden</p>	

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	<p>Meadow was to explore the installation of a wildlife pond. FTC would work with 'FrogLife'. If Cllrs agreed Chris would come back to a future meeting with further details, costs and how the pond would be managed.</p> <p>John Nelson said the pond would be great as long as access was maintained all year long. Chris explained it would be open in the same way as Rodden Meadow.</p> <p>Sheila Gore asked if Chris was liaising with Friends of the River Frome about the pond. Chris said he would. He was hopeful to have lots of volunteers involved in the project.</p> <p>Rich Ackroyd said it was a great idea. After working on a similar project before, the biggest issue was a water supply for summer which he asked Chris to consider.</p> <p>Sara Butler read out a comment from Neil and Susie Howlett, who thanked Chris and the Rangers for doing such a good job looking after Rodden Meadow.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Adopt the updated management plans for <a href="#">Rodden Meadow</a> and <a href="#">Millennium Green</a></li> <li>2. Adopt the new site risk assessments for <a href="#">Rodden Meadow</a> and <a href="#">Millennium Green</a></li> <li>3. Approve the scheduled review dates for the plans</li> <li>4. Approve the scheduled annual review of the site risk assessments</li> <li>5. Delegate responsibility to the Environment Manager to deliver the plans</li> <li>6. Delegate responsibility to the Environment Manager to keep the site risk assessments up to date in-between approval and the (scheduled) annual reviews, including updating the coronavirus risk assessment for both spaces</li> </ol> <p>Proposed by Lizzie Boyle, seconded by Mark Dorrington, agreed unanimously.</p>	CS
2020/54/CM	<p>4. For information - An update on the town's parks and green spaces Chris provided an overview of the report.</p> <p>He noted in particular:</p> <ul style="list-style-type: none"> <li>• Ranger Phil started in March</li> <li>• A grass maze had been mown out at the Old Showfield and it was planned to do this again in the future.</li> <li>• A local expert was completing tree surveys to inform planned works</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Still in discussion with MDC about acquiring the old allotments site at Broadway. The residents' group had put together a management plan for the space</li> <li>• Rangers starting work at Chateau Gontier Walk, replacing fencing, refurbishing benches, and fixing the retaining banks to plant up</li> </ul> <p>Rich Ackroyd asked Chris if FTC would receive any compensation from Network Rail when they use Rodden Meadow for a works area when repairing the bridge at Willow Vale. Chris explained he had not been given a timetable and wasn't sure if they would need Rodden Meadow for storage and access. However, if this was the case, he would look for some money to help with this and would ensure they reinstated anything post works.</p> <p>Steve Tanner asked Chris, in his conversation with Network Rail, to see if they would help tidy the disused platform at Frome Station in exchange for using Rodden Meadow. Chris said he would be happy to ask the question.</p> <p>Rob Collett asked Chris if he had conversations with MDC about open space management for the future? Chris explained MDC were talking about managing open spaces differently, and closer to the 'Wild about Frome' management style. There had been clear enthusiasm from residents throughout lockdown for spaces to be wilder. Chris noted he was awaiting a report from MDC with their proposals.</p>	<p>CS</p> <p>CS</p>
<p>2020/55/CM</p>	<p>5. For approval - Financial update to 30 June 2020</p> <p>Sarah Williams gave an overview of the report. She highlighted that the revised year end forecast anticipated an additional £70k expenditure due to the Coronavirus emergency. FTC were currently in a holding pattern until funding support had been confirmed from MDC/SCC.</p> <p>The recommendations were to approve the:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Income and expenditure sheet to 30 June 2020</a></li> <li>2. <a href="#">Balance sheet, including the breakdown of reserves at 30 June 2020</a></li> <li>3. <a href="#">Payments made over £500 between 1 April 2020 to 30 June 2020</a></li> <li>4. The creation of an EMR (earmarked reserve) for the development of the St Catherine's trading area incl: Palmer St, Paul St, Stony St, Catherine Hill. Expenditure from the EMR to be agreed jointly by FTC and a recognised association of the traders of the area.</li> </ol> <p>Proposed by Anne Hills, seconded by Anita Collier, agreed unanimously.</p>	<p>SW</p>

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2020/56/CM	<p>6. For information - Marketing and Communication Update 2020 Rachel Griffin gave an overview. She explained that most of the Marketing and Comms team's work had been in response to the pandemic.</p> <p>Now that the initial emergency had passed Rachel was turning her vision to future events and what might be possible.</p> <p>Rob Collett noted Rachel's report was overwhelming in what she and the team had achieved and congratulated them all.</p> <p>Lenka Grimes asked if the fireworks and 'Light the Night' events would happen in 2020? Paul Wynne explained the fireworks were highly unlikely, at the very least because of time pressure. Rachel noted she had started planning for 'Light the Night' in the traditional way but had an alternative plan for the Christmas light switch on.</p>	
2020/57/CM	<p>7. For information - Update on the Frome Town Hall Rachel Griffin gave an overview of the report. She explained that the tenants of the Town Hall had been given a rent holiday whilst the Hall was closed. The CCG had recently set up an antibody testing station for NHS and care workers. She didn't anticipate hiring the rooms in the Town Hall to anyone else in the near future. However, any requests would be considered on a case by case basis.</p> <p>The sash windows been renovated to reduce heat loss, a new back door had been installed, parking lines had been painted in the car park and general maintenance and cleaning had been carried out throughout the closure.</p> <p>Chris Stringer explained that with regard to the Town Hall energy certificates, the boiler and the windows had been identified as areas to improve. A report with more details of costs of making the building as best it could be would be brought to the September meeting.</p> <p>Rachel was hopeful that the first wedding would be going ahead in the next ten days at the Town Hall since receiving the wedding licence.</p>	CS
2020/58/CM	<p>8. For information - Staff update to Council Matters July 2020 Paul Wynne noted that Rachel Griffin would be working alongside Peter Wheelhouse on the Western Warehouse project and some of her hours would be back filled.</p> <p>Anne Hills commented that Ranger Phil had slipped into his role really well in really difficult times. She also noted that the Local Government pension scheme was engaging with trustees and looking</p>	

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	<p>at its funding and investment strategy. Hopefully moving away from fossil fuels.</p> <p>Anita Collier, on behalf of Cllrs, noted how appreciative they were of the extra work staff had done in response to the emergency and that everyone had done an incredible job.</p>	
2020/59/CM	<p>9. For information - Health &amp; Safety update</p> <p>Chris gave an overview of the report. He highlighted that the play areas had been reopened. Safety was taken incredibly seriously; FTC would give out information and advice but the onus was on people to make sensible decisions. He was looking into reopening the toilets at Victoria Park and the Town Hall. He had received enquiries from people interested in putting on events in FTC's open spaces. He said these would be reviewed on a case by case basis and closer work with the groups in town would be needed than previously.</p> <p>Rob Collett asked if the proposed cycle route through the centre of town could be put in place? Paul Wynne explained that it had been hoped to have a wider gap through the middle of the road works and for now it had to be used for storage. He said the contractors were aware of FTC's desires for a cycle route and would try to enable it if they could.</p>	
2020/60/CM	<p>The next meeting will be at 7pm on Wednesday 23 September 2020 (venue to be confirmed)</p>	

The Chair closed the meeting at 8.04pm