

Minutes of the meeting of  
**Frodsham Town Council**



Held on Monday 24 November at 7.30pm  
 In the Lounge, Frodsham Community Centre, Fluin Lane, Frodsham

**Present:** Cllrs Warren (Chairman), Wales (Town Mayor), Sutton (Deputy Mayor), Bondi, Brown, Dawson (from 8pm), Kelly, Pusey, Pennington, Redhead, Riley (from 8.30pm), Sutton, Taylor and Wakefield. Mr. J Wild (Town Clerk), Mrs. H Catt (Service Manager), Mrs. A Scriven (Office Manager), Neil Flanagan (PCSO), Mrs. K Dodgson (Frodsham Foundation), Press x 1 and 7 members of the public.

At 7pm there was a presentation from Anne Boyd, CEO of Active Cheshire – see Annex for a summary.

*The personal interests of Cllr SL Riley and Cllr A W Dawson are noted on the basis that they are both elected members of this Council and CWAC. Cllr Dawson is also a member of the Police and Crime panel and Chair of the Executive Committee of Castle Park Trust. Cllrs Dawson, Pusey, Riley and Wakefield are members of Frodsham Foundation. Cllr Pusey is a trustee of Frodsham Community Association, Chair of Love Frodsham, and Chair of Sutton Parish Council. Cllr Shearn is a trustee of Frodsham Youth Association. Cllr Dawson is*

**Meeting 11**

PART A		
Item	Action/Decision/Notes/ Recommendations	
177	<b>Apologies for Absence</b>	Cllrs Oulton & Shearn
178	<b>Declaration of Interests</b>	Cllrs Dawson and Riley - repeated interests above. Cllr Riley as director of Groundwork Cheshire. Cllr Bondi in relation to Frodsham Watersports Cllr Redhead as trustee of Youth Association Cllr Pennington in relation to London Road Allotments Cllr Pusey as Chair of Sutton Parish Council, trustee of Youth Association and director of Frodsham Foundation. Cllr Wakefield in relation to London Road Allotments and director of Frodsham Foundation. Cllr Warren in relation to Christmas Festival and Cycle Maps
179	<b>Minutes of Meeting No 10 held on 3 November 2014</b>	
	A Acceptance & Signing	Cllr Pennington's declarations of interests in relation to London Road Allotments were to be added, following which the minutes were agreed as a true and accurate record of the meeting.
	B Matters Arising	None
180	<b>Public Speaking Time/Reports from Public Bodies (ink FTC response)</b>	
	<b>Public Speaking</b>	Mr. Reynolds asked about resignations. He said that all resignations should be in writing. He asked Cllr Pennington to check on recent resignations in the office the following day. The Clerk by way of clarification explained that resignations from the Council were always made in writing, and records kept.  Frodsham Foundation – Cllr Wakefield reported that the Goods Shed was now the subject of a 25-year lease offer. There were four days left of the design competition which had ben run through the Royal Society of Architects in the NW. New Facebook and Twitter pages for the Goods Shed had been set up.
	<b>Police Report</b>	The PCSO reported 3 burglaries, 1 attempted vehicle theft and no instances of shoplifting reported since the last meeting. All reported anti social behaviour was parking related. PCSO Flanagan warned residents

	<p>to be extra vigilant at this time of year and to be wary of distraction burglaries. One recent case had involved someone pretending to be from the Water Board.</p> <p>He reminded residents to always ask for ID when callers came to the door. There were no licensed hawkers working in Frodsham. Any such trading was likely to be unlicensed, and should be reported. Traders would be moved on, and would have their goods seized.</p> <p>Speed watch activity had taken place on Fluin Lane, Manley Road, Main St, and Bridge St. Some very high speeds had been recorded, one being 57mph in a 30 mph area. Training for volunteers had taken place and there were teams out, issuing warning letters. Their presence slowed drivers down. Further training would take place on 24 January. John Lloyd, a volunteer, was coordinating the activity. Training would be at the Fire Station. 10 AM – 12PM, and 1-3PM. The PCSO asked for more people to come forward for training.</p> <p>Surgeries before and after Neil’s report to the Council at each of its meetings, were continuing to take place. He had further surgeries planned for the library 27<sup>th</sup> November, 1-3PM, Wednesday 3 December 10AM - 12PM, and 11 December, 1-3PM at the library. New dates would be put in place for the new year.</p> <p>Cllr Warren thanked the PCSO and John Lloyd for their work. Social media had been reporting on Speedwatch, and most comments had been positive.</p>
<p><b>Frodsham Foundation</b></p>	<p><b>Cllr Wakefield</b> reported on the recent success in obtaining the 25-year lease for the Goods Shed. Details of the design competition that the Foundation were supporting would be available on Facebook or the Foundation website.</p>
<p><b>181</b></p>	<p><b>Reports from Council, CWAC and Urgent Local Issues (see annex 1)</b></p>
<p><b>A</b></p>	<p><b>Members/Chairman</b></p> <p><b>A. Civics, badges, regalia and commemoration</b> were discussed and the following recommendations from Cllr Dawson’s report were considered:  <b>R1: The working group proposes to council that these badges be referred to as ‘Commemorative Badges’ – Agreed</b>  <b>R2: The working group recommends Option 3 should be adopted (Option 3 put all applications before the council) – Agreed</b>  <b>R3: The working group recommends that in addition to the scheme of Commemorative Badges, the council adds a Service Badge to be awarded to individuals or organisations who in the opinion of the council have given or are giving outstanding service to Frodsham, its community or its Town Council – Agreed</b>  <b>R4: The working group recommends that the grant of a Service Badge be made by recommendation from members of the public, or ordinary resolution of the council, that a record be kept recording why the council considered the individual was worthy of the award, and that the Mayor of Frodsham be given the discretion to arrange the necessary arrangements to invest the recipient with the badge at an appropriate time with appropriate celebration. – Agreed</b></p> <p><b>B. S106 Payments to FTC</b> – the Clerk stated that he had written to CWAC to start the process, and awaited a response.</p> <p><b>C. Christmas Festival</b> – <b>Cllr Pusey</b> reported that all was progressing well and he put out a request for help from volunteers for the morning of the event. The Mayor and the Junior Mayors would be counting down for the lights switch on.</p> <p>Cllr Warren requested agreement for the purchase of 2 tons of crusher run to fill the potholes at the far end of Station Car Park for safety reasons, not</p>

		<p>to exceed a cost of £100 – <b>Agreed.</b></p> <p><b>Action: Cllr Warren</b></p> <p><b>D. Frodsham Survey Results - The Clerk</b> noted that printed copies of the survey document would soon be available in the library, both Post Offices, Community Centre, Castle Park House and the Town Council Office. It would also be available to download from the website. This would be advertised in the next issue of Frodsham Life.</p> <p><b>E. Cycle Maps for Frodsham - Cllr Warren</b> reported that he is investigating ways to produce cycle maps using CWAC’s OS mapping and hopes to involve the students from Helsby High School. Costings were to be brought back to the next meeting.</p> <p><b>F. Closer relations with Helsby High School</b> - as nearly half the pupils in Helsby High School were from Frodsham, and as the Council was working closely with the school on issues around sustainable transport, the Clerk was asked to make an initial approach to the school about a FTC Councillor taking a seat as a Governor. <b>Action: Clerk</b></p> <p><b>Cllr Warren</b> reported that the CWAC Monitoring Officer had asked him to remind Councillors that they must adhere to the Code of Conduct when using Social Media, following a complaint from a non-Frodsham resident.</p>
<b>B</b>	<b>Committees</b>	
	<b>A: Environment</b>	<p><b>Cllr Bondi</b> reported that as none of the EP’s had been disputed, the actions had taken place.</p> <p><b>Minutes 10.11.14 (3)</b> – noted</p>
	<b>B: Planning</b>	<p><b>Cllr Bondi</b> reported that the outline planning application for the Mersey View had been called in and the officer’s decision was awaited. It was confirmed that if the decision were to be made that the land was not brownfield, the view and comments from the FTC planning committee might change.</p> <p><b>Minutes 12.11.14 (6)</b> – noted</p>
	<b>C: Policy &amp; Process</b>	<b>Minutes 12.11.14 (7)</b> – noted
	<b>D: Community</b>	<p><i>R1: To commission contractor to carry out the work to prepare the land on Ship Street ready for the community orchard at a cost of £1,400 + VAT – <b>Agreed.</b></i></p> <p><b>Minutes 17.11.14 (6)</b> – noted</p>
	<b>E: WW1 Working Group</b>	<b>Record of Meeting 13.11.14 (6)</b> – noted
	<b>Mayor’s Report</b>	A written report was circulated and noted.
<b>C</b>	<b>Clerk</b>	The Clerk distributed letters regarding the proposed new Opal Club for older residents. Where practical, Councillors would hand out with their Over 70’s vouchers. Help was sought with some additional deliveries needed.
<b>D</b>	<b>CWAC</b>	<p>Cllr Dawson said he thought thanks were due to the way Highways had dealt with the work on the crossing so far with minimal disruption to traffic.</p> <p>The new electoral register had been delayed until December due to two recent bye-elections. Electoral purdah for next year’s elections would commence on 30 March.</p> <p>Census outputs were now available. It made interesting reading, and Cllr Dawson quoted a few facts from it;</p> <ul style="list-style-type: none"> <li>• There were a lot of young children in Frodsham, but relatively few 20/30 year olds.</li> <li>• Many people had no cars.</li> </ul>

		<ul style="list-style-type: none"> <li>• Frodsham contained more than the average numbers of single parents.</li> <li>• Levels of health were better than the CWAC/English average.</li> <li>• Levels of economically active people were lower, partly a function of age profile.</li> </ul> <p>FTC would locate and circulate the Frodsham data. <b>Action:</b> Clerk</p> <p>The Household Waste Centre would be closed on 29 November.</p> <p>Speed limit adjustment was being considered around the area of the stone bridge. There was a need to review signage as part of this.</p> <p>Free Wi-Fi and e-books were now available in Frodsham Library.</p> <p>Work was progressing through consultants on the new Chester bus interchange.</p> <p>Winsford had finalised their Neighbourhood Plan. We should offer our congratulations, and ask for a copy. <b>Action:</b> Clerk</p> <p>Ince Marshes: Heads of Terms for managing the Marshes were now in place. New management arrangements were working well so far. FTC had set aside money for contingencies around the marsh. This would be work on future management – and would to pay for e.g. reports on the management of the marsh rather than pumping as such. FTC now needed to decide what role if wanted to play in the future management of the marshes. Not least, footpaths on the marshes were of great importance. This would be an item for the next agenda. <b>Action:</b> Clerk</p>
182	Budgets 2015-2016	<p>The Clerk presented the first drafts of budgets for 2015-16. These were once again in two parts: a Capital/Project section – which ring-fenced funds for major undertakings, supported by FTCs business plan – and a Running Costs budget. He had also drafted a Business Plan, but he stressed that without full engagement of Councillors in its preparation and monitoring, it would not deliver as much as it might. The Running Costs budget covered all other planned expenditure and income.</p> <p>Business Plans and the Capital/Project budgets had been scrutinised by a meeting of Committee Heads. The Running Cost budgets had been subject to close examination by Policy and Process Committee.</p> <p>The plan was for Council to make any initial comments on this draft. A further draft would then go to the Budget discussion in early January for the precept to be set. It was hoped that many of the initial queries could be resolved now, so that the January meeting could focus on the precept.</p> <p>As an illustration, the Clerk had presented figures based on assumptions about numbers of electors and CWAC grants available. This gave a rough idea of the planned impact of the draft budget on precept. Assumptions had also to be made about likely cash balance at year end (as usual), and potential income and expenditure for Castle Park House next year.</p> <p>During discussion the following points were made;</p> <ul style="list-style-type: none"> <li>• Was the £5K for Play Areas enough? The budget assumed exhaustion of this year’s capital/project sum. The £5K would in effect be the beginning of rebuilding the fund for the future. It was felt by some that £5K was not enough by itself to meet expectations – though the Clerk explained that due to the inherent uncertainties involved in sale, expected income (to be ring fenced for play/recreation) from the sale of Park Lane Play Area had not been included in these figures. There was also the prospect of grant income – though again uncertain. The Clerk would consider whether to increase the sum in the next draft of the budget.</li> </ul> <p><b>Action:</b> Clerk</p>

		<ul style="list-style-type: none"> <li>• The point was made that an increase in precept was unlikely to be acceptable this year. While Frodsham had historically had a low precept, some councillors felt we should go for a 0% increase.</li> <li>• Further changes to the tax base would be occurring in May with the boundary changes – we had yet to be advised of these.</li> <li>• The Christmas Festival provision might need to be higher next year, with CWAC funding not available. Clerk to consider increasing to £6K.</li> </ul> <p><b>Action:</b> Clerk</p> <ul style="list-style-type: none"> <li>• The £40K was to allow for potential land purchase going forward, perhaps for purchase of an extension to the Cemetery (this had not progressed this year) or perhaps for land for other purposes, such as car parking?</li> <li>• Infrastructure – money could be utilised for schemes such as redesign of Church Street. Movable matrix signs for advertising town events were under consideration.</li> <li>• Amounts had been set aside for marshes contingency, and Neighbourhood Plan. There could be grants available for the latter.</li> <li>• Elections – there would be assistance from CWAC, but the sum included was the Clerk’s best estimate of costs, based in information received so far.</li> <li>• There was a suggestion from the Chairman to invest in IT skills for young people. This might be one way that the Promoting Frodsham budget might be used, perhaps through the Youth Association, schools etc. Another might be for arranging a “Clearing House” for linking up community groups and rooms and facilities for hire. This might also be a way of ensuring community groups’ work is explained to the wider community.</li> </ul> <p>Subject to fine-tuning by the Clerk, and further discussion at the Budget Meeting, the draft budget was <b>agreed</b>.</p>
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183	<b>Asset Management</b>	
	<b>A: Play Areas</b>	<p>The Chair summarised the various grants that were being applied for – there were at least two we had still to hear from. The Clerk had begun the process of applying for s.106 funding.</p> <p>There was discussion about the issues related to Frodsham’s ability to compete for grant money with less prosperous towns. Cllr Bondi explained that, while he could not say very much being a WREN panel member, it was clear that our WREN application had not been as strong as it could have been. Alternative sources of funds would be one of the factors, so it was important we did not overstate the resources available to us. Frodsham did have high levels of deprivation in some areas – and significant demographic issues - and this should be reflected in grant bids. Having said that, we should also not understate Frodsham’s strengths, not least so that we do not discourage inward investment.</p>
	<b>B: Park Lane Sale</b>	<p>There was nothing to report on the current sale. The Clerk had checked the position and had been informed that the dialogue between lawyers was continuing.</p> <p>A member of the public was allowed to speak briefly at this point by the Chair. She expressed her disappointment with the decision to sell Park Lane Play Area and felt that the questions in the recent survey had been biased.</p>
	<b>C: Office Accommodation</b>	<p>The Clerk was continuing dialogue with the Locality Manager. A</p>

		detailed offer was still awaited from Castle Park trustees.
<b>184</b>	<b>Strategy Management</b>	
	<b>A: Strategic vision for FTC.</b>	The Vision document was now on the website Further feedback would still be welcome.
	<b>B: Neighbourhood Plan</b>	Following the Chairman's discussions with neighbouring councils the Clerk was asked to communicate with CWAC the Council's intention to prepare a Neighbourhood Plan based on the new Frodsham Boundaries from April 2015. <b>Action:</b> Clerk  The Clerk and Service Manager were working with Policy and Process Committee and the Chairman, on a list of potential invitees to a Steering Group.
<b>185</b>	<b>Finance Management: 01.10.14 – 31.10.14</b>	
	A	Paid Expenditure
	B	Received Income
	C	Bank Reconciliation
<b>186</b>	<b>Consultations</b>	
<b>187</b>	<b>Items for Next Agenda</b>	
		<ul style="list-style-type: none"> <li>• Marshes management</li> <li>• Cycle map costings</li> <li>• Phone boxes</li> </ul>
<b>188</b>	<b>Date of Next Meeting</b>	
		Budget meeting – Monday 12 January 2015 Monday 26 January 2015
<b>PART B</b>		
<b>189</b>	<b>Park Lane Sale</b>	
		Nothing to add to part A discussion.
<b>190</b>	<b>London Road Allotments</b>	
		The Chairman provided an update on recent discussions with other parties.  Possible future action was discussed. .

Signed: \_\_\_\_\_

Jon Wild, Town Clerk

Date: \_\_\_\_\_

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## **ANNE BOYD PRESENTATION**

Anne gave a presentation on the work Active Cheshire had done on the viability of a swimming pool for Frodsham. She explained that the role of Active Cheshire was to make the case for sport in Cheshire, and in some circumstances to channel investment to sport.

Swimming was the biggest sport in the UK, with some 3m adults a week taking part. There were latent demands in the Frodsham community to swim, but this needed to be put in context. Active England research had found that people were wanting to swim, but it was not clear that all latent demand would turn into actual usage. She also explained that any funder would look at existing local provision, which was in fact quite good in the Frodsham area.

The main issue was the operating rather than building costs. These could be high, ongoing, and had to be met from receipts. A pool might become a burden rather than an asset when running costs were taken into account. It was essential to be clear whom the pool was aimed at, and how the asset would be managed to get maximum use made of it.

Who would run it? A trust? A community partner? Whoever ran it would need to make sure that it was run optimally – i.e. kept full all day with minimum costs. There were other, less obvious costs – health and safety, and ensuring ease of access for spectators, as well as swimmers.

It was possible to make a profit on pool – but the impact on existing local provision needed to be carefully considered. Was it new demand, or shifted from existing facilities?

She conceded by saying that the key to a successful project was being clear on the Council's vision for the pool. A clear business case leading to a good quality project brief was also key.