

Frodsham Town Council

Minutes of a meeting of
The Community Committee
held on Tuesday 14 August 2018 at 7pm
In the Town Council Office, Castle Park, Frodsham



Present: Cllrs Lord F Pennington (Chair), C Ashton, L Brown, J Critchley, L Jones & P Williamson.
Mrs H Catt (Town Clerk) & Mr L Rimmer (Estate Manager)

In Attendance: CWAC Cllr L Riley, Mr C Shaw (Northwich Town Council) & 1 member of the public.

Cllr Lord F Pennington took the chair in Cllr L Brown's absence.

Meeting 2

No	Item
17	Apologies for absence Apologies were received and accepted from Cllrs A Oulton & D Critchley (substitute). Cllr L Brown had advised she would be late.
18	Declarations of Interest Cllrs M Nield and P Williamson declared personal interests in Park Lane play area.
19	Minutes of Meeting 1 – 5.06.18 The minutes were approved and signed as a true record – proposed and seconded by Cllrs J Critchley & M Nield.
20	Opportunity for Public to Speak It was agreed by the chair that CWAC Cllr L Riley could join in discussion at each agenda item rather than at this point.
It was agreed to take Item 22 & 23 first as Mr C Shaw was present to speak to these items.	
22	Hanging Baskets and planters
22.1	Mr Shaw explained that there were 5 sets of hanging basket brackets that needed urgent repairs. He had undertaken temporary repairs on some when hanging the baskets. He had sought a quotation for these repairs (£2,297.42+VAT) which would involve removal, refurbishment & reinstallation. TC suggested that, given the lateness in the season, and the likelihood that other brackets might now need attention that a full survey should be carried out once the baskets are taken down, a specification drawn up and the work be put out to tender ready for next year – this was agreed . The survey would also give an opportunity to re-site some brackets
22.2	There had been discussions previously with CWAC about taking over responsibility for the planters throughout Frodsham. Northwich Town Council have taken over responsibility for their planters, in partnership with Northwich BID. CWAC Cllr L Riley felt this provided a good opportunity to review the infrastructure in the Town. Chester & Northwich had superb displays that were planted and maintained locally rather than by CWAC. It was agreed to set up a Working Group to develop ideas and negotiate with CWAC. Membership would include Cllrs Lord F Pennington, J Critchley and P Williamson but all councillors will be invited to join. CWAC Cllr L Riley will also be invited to join the group. The WG could also seek sponsorship from local businesses.
23	Grass cutting Cllr L Jones suggested that council should consider the potential to take over responsibility for grass cutting across Frodsham. Mr Shaw reported that they had done something similar in Northwich but had not taken over the verges. Although CWAC couldn't release any funding they have seconded 2 of their operatives to NTC to manage. It was agreed to add this into the Working Group discussions and Cllr Jones will join the Group.
21	Twenty mph Speed Limits in Frodsham CWAC's proposal to introduce 20mph speed limits in many parts of Frodsham was noted. CWAC Cllr L Riley thought this was likely to increase the demand for Community Speed Watch as CWAC expect the speed limit to be self-regulating.
7.35pm Cllr L Brown arrived.	

Committee Members: Cllrs C Ashton, L Brown, J Critchley, L Jones, M Nield, A Oulton, Lord F Pennington, F Sutton,
P Williamson & L Wilson

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No	Item
21	<p>Cllrs agreed there were many areas, not just the main roads, where speeding is a problem and they feel that this speed limit will be unenforceable. Cllr Jones thought the money would have been better used to fund other traffic calming measures and CCTV. Cllr J Critchley felt the rationale for these changes was to encourage people to walk & cycle to place but this would need better traffic management schemes.</p> <p>It was agreed that CWAC Cllr L Riley would ask someone from Highways to attend a meeting with councillors to discuss these concerns.</p>
24	Grounds Maintenance SLA
24.1	<p>The current ground maintenance SLA was discussed. There were only a couple of issues about field margins and not clearing away hedge cuttings but otherwise the contractor was doing a good job.</p>
24.2	<p>It was agreed to roll over the contract for a third and final year – proposed and seconded by Cllrs J Critchley and L Brown. There will be a 3% increase (approximately £210+VAT) on the contract price and there may need to be a few minor changes, which will be agreed before the start of next year's contract. The detailed specification will be reviewed and amended at the next meeting before negotiations take place with the contractor.</p>
25	Play Areas
25.1	<p><u>Play Area Annual Inspection</u></p> <p>The Annual Inspection report was noted. Although the Inspector had found many issues they were all considered to be Low or Very Low risk. The issues relating to Park Lane and Townfield Lane were being dealt with by Wicksteed, who had provided & installed most of the equipment. Other issues are being dealt with by the Estates Manager. It was agreed to review this again in 6 months.</p>
25.2	<p><u>Monthly Inspections</u></p> <p>Mr L Rimmer, Estates Manager, gave a verbal update on the training he had undertaken, and the regular monthly play area inspections & reports he undertakes. He is concerned about Townfield Lane play area and the lack of gates or fences to prevent children exiting the area onto a road. Cllr L Brown suggested that additional signage warning of the play area may be needed. Mr Rimmer suggested that the redundant fence and gate from the Ship Street Community Garden could be utilised – a report will be brought to the next meeting. It was also noted that a new form has been introduced for the monthly inspections.</p>
25.3	<p><u>Les George OBE Memorial Award</u></p> <p>It was agreed that TC would submit 2 application for this award – one for Park Lane and the other for Townfield Lane. Drafts of the applications will be circulated for comments first.</p>
25.4	<u>Park Lane</u>
25.4a	<p>TC reported that it had been difficult to get quotations for the work but 3 have now been received. It was agreed to go for the lowest quotation at £580+VAT to stabilise the wall by repairing the 6 pillars, adding bricks on edge to the top of the wall where the capping stones are missing and replacing frost damaged bricks – proposed and seconded by Cllrs Lord F Pennington and J Critchley. EP1.</p>
25.4b	<p>It was agreed that TC will submit an application to CWAC Member's Budget for £700 towards the cost of the adult gym – proposed and seconded by Cllrs Lord F Pennington and L Brown. With this and the Awards for All grant there is sufficient funding to place the order for the 4 items of equipment in the originally agreed project proposal. It was agreed that TC will place the order for the Gym equipment and installation @ £10,220+VAT – proposed and seconded by Cllrs Lord F Pennington and C Ashton.</p>
25.5	<p><u>Churchfields</u></p> <p>It was agreed that TC should seek additional quotes for the resurfacing of the old play area with grasslok.</p>
26	Allotments
26.1	<p>The Annual Inspection visits will take place on Sunday 19 August at 2.30pm meeting on Station Car Park at the bottom of the footpath.</p>
26.2	<p>The request from a neighbour of London Road Allotments for assistance with hedge maintenance will be discussed after the Inspection.</p>
27	<p>Ship Street</p> <p>It was agreed that the cutting of the Ship Street was unnecessary now as the weather has changed but that it should be included in next year's SLA.</p>
28	<p>Traffic Issues</p> <p>Sutton Weaver Parish Council had requested a joint meeting with FTC and CWAC Cllrs & officers over traffic congestion in Frodsham that backs up into Sutton Weaver. It was agreed, and TC will liaise with SWPC and CWAC.</p>

No	Item
29	<p>Traveller Development Plan</p> <p>It was noted that CWAC have launched a consultation, which ends on 5 October, to help them develop the Traveller Development Plan Document. CWAC Cllr L Riley explained that there is a sizeable traveller community situated in Frodsham and the hinterland. She felt there was a need for better protocols between services to ensure fast and effective enforcement. It was agreed to make no comments at the moment.</p>
30	<p>WW1 Noticeboard</p> <p>WW1 Commemoration Working Groups had requested permission to temporarily erect the noticeboard for the Remembrance Day services to commemorate those lost who do not appear on any of the Memorial around the town. The costs were £125 for temporary legs and stand, and £70 postage and packing which was thought to be excessive. It was agreed that TC should recommend they contact our printers about production of a temporary noticeboard, to be erected on site for the events, and leaflets or postcards to be distributed widely.</p>
31	<p>Christmas Lights Contract</p> <p>Two quotations had been received for the 3 year maintenance contract which were opened at the meeting. It was agreed to go with the lowest quote at £1,350+VAT per annum – proposed and seconded by Cllrs J Critchley and L Brown. EP2.</p>
32	<p>War Memorial</p>
32.1	<p>It was noted that the tenders have been received and assessed for both the restoration of the Memorial itself and the entrance gates & railing. The quotation recommended by the Quantity Survey is £107,139.54 (Memorial work £77,086.34 & Gates £30,053.20).</p>
32.2	<p>It was also noted that the professional adviser's overall costs have increased from £6,484 to £8,035.47+VAT, due to the addition of the gates work but remain at 12.5% of the contract value.</p>
32.3	<p>The application for the War Memorial Trust grant towards these costs will be submitted before the end of September.</p>
33	<p>Ward Walks</p> <p>Following the recent ward walks 2 residents have written reports outlining concerns in the Waterside Ward. The lack of maintenance and managed of Salt Works is a key concern, especially the pond area. A Risk Assessment carried out by CWAC in July 2017 had previously been circulated. The area is no longer managed by Brio in Frodsham. CWAC Cllr K Shore had agreed to an Impact Day, which had been referred to the Localities Team. It was agreed that TC would liaise with Cllr P Martin and CWAC Officer S Marshall to arrange a site visit to discuss the problems again.</p>
34	<p>Goods Shed</p> <p>Cllr L Jones has contacted the 2 individuals who are interested in developing the Goods Shed. He has also requested copies of relevant reports, including the Ecology Report, under Freedom of Information. He would like FTC to issue an article encouraging people to comment on the planning application for the demolition of the Goods Shed. It was also agreed that TC would ask CWAC for regular updates on both Car Parking and the Goods Shed, and a formal update at the next Council meeting.</p>
35	<p>Town Clock</p> <p>It was agreed that TC would negotiate an extension to the bench painting contract to include the painting of the Town Clock.</p>
36	<p>Over 70s Voucher Scheme</p>
36.1	<p>It was agreed to take these 3 items on block.</p>
36.2	<p>A proposal that the vouchers should be split into 2 £5 vouchers, proposed and seconded by Cllrs J Critchley and M Nield, was lost.</p>
36.3	<p>The timetable and rules for the scheme were agreed subject to an addition condition being added to the Businesses rules around withdraw during the scheme period; the costs of design and printing the vouchers and posters @ £140+VAT and advertising @ £300+VAT were also agreed - proposed L Brown and C Ashton. EP3.</p>
37	<p>Defibrillator</p>
37.1	<p>It was noted that the defibrillator has been ordered for the District Taxi site @ £1038+VAT and Love Frodsham will reimburse the costs plus £150 for future maintenance costs.</p>
37.2	<p>The defibrillator that was on the side of the Police Station has been decommissioned and will shortly be removed. Main Street Community Church would be interested in offer their wall for the defibrillator and have suggested a site visit to discuss it further – this was agreed and Ward Councillors will be invited to attend.</p>

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No	Item
38	Active Cheshire Active Planning Report Cllr L Jones introduced the Report which had been presented to the Neighbourhood Plan Working Group. There were several suggestions in the report about changing signage to encourage people to walk rather than use their cars. It was agreed that TC would recommend the Report to CWAC Cllrs and Streetscene.
39	Frodsham Community Association It was agreed that Cllr P Williamson will be FTC's representative at FCA.
40	Clerk's updates There were 3 information items: Buildings Open to View – Heritage open days during September. CPRE Countryside magazine & Field Work publication. NAAS Allotment magazine. TC reported that NAAS Regional Allotment Officer Forum meeting is being held at Castle Park House in October.
41	Next meeting – 9 October 2018

EP1. It was **agreed** to go for the lowest quotation at £580+VAT to stabilise the Park Lane play area wall – proposed and seconded by Cllrs Lord F Pennington and J Critchley.

EP2. It was **agreed** to go with the lowest quote for the 3-year Christmas Lights maintenance contract at £1,350+VAT per annum – proposed and seconded by Cllrs J Critchley and L Brown.

EP3. The costs of design and printing the Over 70's vouchers and posters @ £140+VAT and advertising @ £300+VAT were **agreed** - proposed L Brown and C Ashton.