

# **FROME TOWN COUNCIL**

*making Frome a better place*

## **FROME TOWN COUNCIL MEETING**

**Wednesday 19 March, 7pm**

**Assembly Rooms, Christchurch Street West, Frome. BA11 1EB**

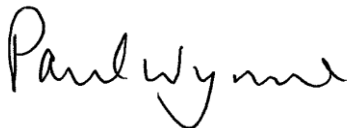
Members of Frome Town Council are:

Dave Anderson; Eve Berry; Adam Boyden; Carole Bullen; Graham Burgess; Adrian Dobinson;  
Toby Eliot; Pippa Goldfinger; Tricia Golinski; Damon Hooton; Claire Hudson; Peter  
Macfadyen; Dickon Moore (Chair); Helen Sprawson-White; Helen Starkie;  
Mel Usher; Nick White  
and  
Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

## **AGENDA**

1. Questions, comments and information from the public and county and district Cllrs
2. Apologies for absence, declaration of members' interests and minutes from the last meeting on 8 January 2014, the extraordinary meeting on 23 January and the most recent committee meetings
3. A quick update on previous actions and a look at what is coming up
4. Market Place improvements – confirmation that quotes have been requested for design and build and next steps
5. Frome Community Hub – discussion on the possibility of purchasing the Public Offices and a proposal to proceed to the next stage
6. To agree the Project Approach to delivering the FTC Action Plan
7. To agree the Calendar of meetings for the period May 2014 – April 2015
8. Update on plans for the Annual Town meeting
9. Southfield Farm planning decision
10. The next meeting will be at 7pm on 21 May 2014, Assembly Rooms

Yours sincerely



Paul Wynne, Town Clerk  
Frome Town Council, 5 Palmer Street, Frome. BA11 1DS  
12 March 2014

# **FROME TOWN COUNCIL**

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## **AGENDA**

- 1. Questions, comments and information from the public and county and district Cllrs**
- 2.**
  - a. Any apologies for absence?**
  - b. Cllrs to declare any interests on the agenda**
  - c. To consider and approve the minutes of the last meeting held on 8 January 2014**
  - d. To consider and approve the minutes of the Extraordinary meeting held on 23 January 2014**
  - e. To receive for information the minutes of the last Internal Affairs Committee meeting**
  - f. To receive for information the minutes of the last External Affairs Committee meeting**

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## 3. A quick update on previous actions and a look at what is coming up

SUMMARY OF RESOLUTION	MINUTE NO.	CMTEE	MEETING DATE	RESPONSIBILITY	PROGRESS REPORT	Target Date
Frome Hub	2013/54	FC	24/07/2013	Jane Llewellyn	On agenda under Frome Community Hub	19/03/2014
MDC plans for Local Legacy Grant Scheme for 2014/15	2013/57	FC	24/07/2013	Paul Wynne	Initial discussions held, nothing to report yet	
Neighbourhood Plan public consultation	2013/48	EAC/FC	26/06/2013	Peter Wheelhouse	The results will be analysed by the Neighbourhood Plan steering group and will be sent to Council for approval at the meeting in May.	21/05/2014
Actions from Youth Mayor and Council	2014/09	FC	08/01/2014	Paul Wynne	Meeting held with Young People Frome and Mayor for Young People and actions are progressing well	
Market Place improvements		FC		Patrick Moss	On agenda	19/03/2014
Review of constitution		FC		Paul Wynne		21/05/2014
Sole managing trustee meetings		FC		Paul Wynne	Annual meeting of these trustees	23/07/2014
External Audit Report		FC		Jackie Wheeler		23/07/2014
Annual Report		FC		Paul Wynne		23/07/2014
Precept Demand and agree Budget		FC		Jackie Wheeler		07/01/2015
Sign off Work Programme		FC		Paul Wynne		07/01/2015
Dispensation for Clirs to vote on precept		FC		Paul Wynne		07/01/2015
The Landscape Group						21/05/2014

### Key

Overdue
On going (on schedule)
Action required
Upcoming item
Presentation planned

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### **4. For Decision – Market Place Improvements**

Author: Town Centre Regeneration Manager

#### *Summary*

This report follows on from the report to External Affairs Committee on the 26 February at which it was decided to proceed to seek competitive quotations for the Detailed Design of the proposed works to Boyle Cross and the Market Place, in order to move the project forward towards implementation. The commissioning of detailed design does not commit the council to implementation of the scheme in any given timetable.

As described below, at the time of writing the Council is awaiting the responses to the request for competitive quotes, these will be received on the 18 March and the results reported verbally at the Council meeting.

#### *Background*

In 2012, Landscape Projects were appointed to undertake a feasibility study based on an aspiration to improve the visual appearance and pedestrian amenity of the area around the Market Place, perceived to be the centre of the town centre and the first view of the town that many visitors would have, whether arriving by car or bus. This area is dominated by vehicles and pedestrian activity, which is very high and is constrained not only by the physical presence of the road but by the perception that this is a space for traffic.

The feasibility study involved a programme of engagement with the local community and presented a number of options. Of all the options considered, people most liked 'Option 3' which would improve the appearance and character of the town centre through public realm works within Frome Town Centre including:

#### Phase I

- Installation of new natural stone paving and street furniture within the car park area of the Market Place and including improvements to the entrance of George Street
- Repair of Boyle Cross monument

#### Phase II

- Traffic calming measures to the B3090 (the main road running through the Market Place)

The aim being to support the economy of the town centre through environmental improvements and reduced pedestrian/vehicle conflict.

The overall design and construction process for phase 1 requires a minimum of 34 weeks from commissioning detailed design to completion of works on site. There are natural break points after 8 weeks (completion of detailed design) and 20 weeks (prior to the award of the contract for construction). If detailed design is commissioned now

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it is possible to complete construction on site by the end of November in time for the Extravaganza.

Once we have commissioned the detailed design work for phase 1 we can move forward to tendering for the construction work. These plans will be presented to the Council meeting on 21 May.

These works can be delivered in the financial year 2014/15 as permissions required are relatively straightforward. (Traffic calming (phase II) in the Market Place will require traffic regulation orders that will take at least six months to process and thus the earliest such a scheme could come forward would be 2015/16).

Members will recall that part of the funding for the overall project is proposed to come from a s.106 agreement with Asda and related to the extension of their store on Warminster Road. This appeared to be going well, however, in the last week we have had reports of concerns from four District Councillors to the wording of the s.106 agreement. These reflect concerns relating to '*the effects of pedestrianisation on the economy of the town.*' Discussions over the s.106 agreement between these four Cllrs and the District Council are about to start.

It should be emphasised pedestrianisation has never been envisaged. The scheme proposes traffic calming: allowing traffic through but reducing its impact and the severance effect on pedestrian movements across the town.

### *Current position*

Requests to quote designing phase 1 were sent to four companies, accompanied by supporting details to inform the quotation process. The four contenders were given instructions on return of the quote in conformity with the Council's financial regulations. Briefs for the quote were issued on March 4.

Two weeks has been allowed for quotes to be returned in order to allow the selected companies' sufficient time to research the brief, raise questions with the Council and then submit quotes of the quality required. The deadline for quotes to be submitted was thus 5pm on the 18 March 2014 in time for this Council meeting. A brief report will be compiled on the quotes received which will be circulated and reported verbally at the Council meeting 19 March.

### *Recommendation*

The precise recommendation will be tabled on the 19 March: it is anticipated that the Council will be asked to confirm the appointment of one of the consultants at the rate quoted by the consultant for the work.

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### 5. For Decision – Creation of a Frome Community Hub

Author: Town Clerk

#### *Summary*

A new opportunity has arisen to acquire the freehold of the old Rural District Council Offices on Christchurch Street West. These are currently owned by Somerset County Council and accommodate the Frome based Social Services team. This team will be moving to Shepton Mallet this year, hence the County's willingness to sell.

The County has agreed to keep the property off the market until the end of June which effectively gives us first refusal. The purchase price will be set by the independent District Valuer (DV) but early indications are favourable and the County is well disposed to retain this building in public use.

Possible sources of funding to acquire and improve the building include the PWLB, the office relocation earmarked reserve of £140,000, the capital from the sale of Palmer Street, and/or private partnership investment.

This report seeks approval to move to the next stage of a structural survey, instructing the District Valuer and exploring the potential uses of what is a substantial building. A proposal will come back to Council on 21 May.

At the last meeting we discussed plans to move to the library. These have not been finalised and it's fair to say that the current proposals represent a compromise on behalf of the library service and ourselves. These plans have been put on hold at this stage.

#### *Background*

This property was built at the end of the 19th century as offices for Frome Rural District Council and I understand that it also housed Frome Town Council. It was transferred to the County Council following local Government re-organisation in 1974. Since then it has housed various services, most recently the Frome based Social Services team.

Some Cllrs might consider it a little odd buying back a building that was originally the Council offices for Frome and transferred to the County at no cost in 1974. Therefore, the building could be argued to belong to Frome and it should be transferred back at no cost. However, this option is not one that the County are willing to entertain. I see no point in trying to negotiate a free or reduced transfer of the building.

#### *Likely running costs*

The rates payable are £26,000, the cost of services (gas, water etc.) is likely to be in the region of £15,000 pa and a maintenance budget of £6000 is reasonable. This gives an indication of the annual running costs of about £46,000. For comparison, Palmer Street costs and meeting room hire are approximately £21,500.

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### *Condition of the building*

Visually, the building appears in a good condition both internally and externally and is certainly better than the Palmer Street Offices. At this stage it would appear that it would be entirely feasible for the Council's offices to relocate without any works needed other than possibly some IT re-connections.

A full structural survey is needed to be confident about its condition. I have received quotes from three local chartered surveyors and a maximum cost of a survey is likely to be £7000. This would include an assessment of the state of the gas, water/sewage and electricity services. Not until we have had the results of this survey will we know the cost implications of any remedial works we might be taking on. The DV will base their estimate on the market but also on this survey.

These two steps are essential before any further work is undertaken.

### *The size of the building*

The accommodation includes approximately 25 offices of varying sizes from one person offices to larger ones that can seat 10 or more. There is a large Council Chamber on the first floor that measures approximately 14m x 7.5m which can be reached by a chairlift. In addition, there is a single story Elliot building at the back which is self-contained with toilets and a kitchen, (of approximately 9m x 9m). Lastly, there is parking for 18 cars.

### *Possible future uses*

It is clear that the amount of office space available is much more than the Council needs and therefore additional uses will be explored.

This presents a fantastic opportunity for the town to retain an important building in the public domain but also to create a real community hub for use by the myriad of voluntary sector bodies in the town who currently struggle for meeting and office space. The Economic Development and Regeneration Manager also believes that there is a strong demand for office space for smaller or expanding enterprises and business start ups. This building may complement therefore some of the provisions currently found in the town.

The location is also close to Victoria Park and the park office and consideration should be given to re-locating the outside services team.

At this stage no in depth investigation as to possible future uses and income levels have been explored but we could move forward with some optimism. More in depth figures will be presented at the meeting in May.

### *Recommendations*

1. Approve spend on a structural survey and a valuation to be sourced from Office Relocation EMR.
2. To bring to the next meeting a report identifying:

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- The findings of the structural survey and the DV's report
- Possible funding sources for purchase and their revenue implications
- A discussion on possible additional future uses to create a community hub
- A business plan on running costs, potential income and timetable

### **6. For Decision - The project approach to delivering the FTC Action Plan**

Author: Town Clerk

#### *Summary*

This report proposes an approach that will enable us to deliver the large number of projects we are committed to in the FTC Action Plan in ways that keep Cllrs and public informed of progress, and enable those involved in the delivery of the projects to work in ways that maximise energies and avoid duplication. The project approach described below explains how this will be done.

#### *The process*

1. The FTC Action Plan forms the basis of this work. The project approach groups actions under one broad project title (see table at Appendix 1). These titles reflect the aims in FTC's Strategy for Success wherever possible and hopefully provide everyone with a clear understanding of the journey from our Strategy, via the Action Plan, to delivery.
2. A Cllr has been identified as Project Sponsor, an officer as project manager, and a project team comprising individuals both inside and outside the organisation as necessary, including admin. It is hoped that a further Cllr with a specific interest in the project will become a member of the project team too.
3. Based on deadlines in the Action Plan, the project manager will plan how to implement the actions in the right order, identify the overlaps and opportunities of combining some with others.
4. The Project Sponsor will provide an overview function and, with the project manager, report back to Council and committees on a planned and regular basis.
5. Peter Wheelhouse, Jackie Wheeler and Paul Wynne will manage the internal process, provide support to the project managers and ensure they have sufficient funding to deliver the projects successfully.

#### *The advantages and disadvantages*

The advantage of this approach is that the links between individual actions in the Action Plan are identified, that potential conflicts, doubling up and consultation fatigue will be minimised. All staff will also be aware that they have a crucial role in delivery and Cllrs and the public generally will be clearer about progress and priorities. The potential disadvantage of this approach is that too much time is spent planning rather than doing. It will be my task to ensure that this is kept to a minimum while making sure the advantages are realised.

#### *Recommendations*

1. Adopt the project approach and expect a summary report on progress at the next Council meeting in May



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2. Identify a Cllr for each project team

## 7. For Decision - Calendar of meetings for civic year 2014/15

Author: Administration Officer

### Summary

Below is the proposed calendar of meetings for the civic year 2014/15. The dates have been scheduled in conjunction with Mendip District Councils' calendar to try and minimise any clashes. Please note that we are waiting for some venues to confirm their availability so these may be subject to change.

### Recommendation

To agree to the dates and venues of Council and committee meetings.



### Frome Town Council Calendar of Meetings 2014-15

5 Palmer Street  
Frome  
BA11 1DS  
01373 465757  
info@frometowncouncil.gov.uk

Members of the press and public are welcome to attend

Date	Committee	Venue	Time
May 29 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Jun 11 Wed	Internal Affairs Committee	Saxonvale Centre	19:00
Jun 19 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Jun 25 Wed	External Affairs Committee	Saxonvale Centre	19:00
Jul 10 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Jul 23 Wed	Full Council	Assembly Rooms	19:00
Jul 31 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Aug 5 Tues	Internal Affairs Committee	Saxonvale Centre	19:00
Aug 21 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Sept 3 Wed	External Affairs Committee	Saxonvale Centre	19:00
Sept 11 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Sept 17 Wed	Full Council	Assembly Rooms	19:00
Oct 2 Thurs	Planning Sub-Committee	Saxonvale Centre	18:00
Oct 8 Wed	Internal Affairs Committee	Saxonvale Centre	19:00
Oct 22 Wed	External Affairs Committee	Assembly Rooms	19:00
Oct 23 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Nov 5 Wed	Full Council/Town Meeting	Merlin Theatre tbc	19:00
Nov 13 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Dec 2 Tues	Internal Affairs Committee	Saxonvale Centre	19:00
Dec 4 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Dec 17 Wed	External Affairs Committee	Saxonvale Centre	19:00
Jan 7 Wed	Full Council	Football Club tbc	19:00
Jan 8 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Jan 22 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Feb 3 Tues	Internal Affairs Committee	Saxonvale Centre	19:00
Feb 12 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Feb 25 Wed	External Affairs Committee	Assembly Rooms	19:00

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Mar	5	Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Mar	18	Wed	Full Council	Assembly Rooms	19:00
Mar	26	Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Apr	1	Wed	Annual Town Meeting*	Assembly Rooms	19:00
Apr	8	Wed	Internal Affairs Committee	Saxonvale Centre	19:00
Apr	16	Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Apr	29	Wed	External Affairs Committee	Assembly Rooms	19:00
May	7	Thur	Planning Sub-Committee	Saxonvale Centre	18:00
May	20	Wed	Full Council (Annual Meeting)	Assembly Rooms	19:00
May	28	Thur	Planning Sub-Committee	Saxonvale Centre	18:00

\*not a Council meeting

Copies of agendas, associated papers and minutes are available at [www.frometowncouncil.gov.uk](http://www.frometowncouncil.gov.uk) or ask at the Information Centre (located in the library)

## 8. For Information – Update on plans for the Annual Town Meeting

Author: Administration Officer

The Annual Town Meeting will be held at the Merlin Theatre on Wednesday 2 April. The format for the evening will be quite similar to the last year's Annual Town Meeting.

When people arrive they will be offered a glass of locally produced cordial or pressé, as they filter into the auditorium where a local jazz band will be playing. The Mayor will then introduce the evening and give a short overview of his year as Mayor as well as a look back at the Council's successes. The Leader of the Council will give a short overview of the year ahead. After this there will be an opportunity for the public to ask questions of the Cllrs and officers. The meeting will draw to a close with the Mayor presenting his civic awards.

After the meeting there will be a buffet and the bar will be open for drinks in the foyer. There will be an opportunity for people to mingle and discuss whilst looking at displays from FTC and local community groups.

Laura will be advertising the meeting in the Frome Standard and Frome Times. We shall be producing a video of the evening in a similar style as the one produced for the Extraordinary meeting about the Saxonvale planning application. Laura is also investigating the possibility of live streaming the meeting so it would be possible for those that are unable to attend to still be involved.

## 9. For Information – MDC decision to agree the planning application for housing at Southfield Farm

Author: Town Clerk

Given the significance of this development to Frome, I felt it was important for Council to note that MDC has approved the residential development and a school.

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I understand that this decision was made by the Planning Board despite concern from the public (including our Planning Officer) and many board members.

There was little opposition to the principle of development; rather the concern focused on the “island” access to the site; there is only one route in and out. Our Planning Officer argued that a secondary pedestrian access was required across the river on both safety grounds as well as on environmental sustainability grounds. This bridge is a key element in the Neighbourhood Plan.

**10. The next meeting will be at 7pm on 21 May 2014, Assembly Rooms**

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## 2 c. To consider and approve the minutes of the last meeting held on 8 January 2014

<p style="text-align: center;"><b>Draft Minutes of a meeting of Frome Town Council</b></p> <p style="text-align: center;">Wednesday 8 January at 7pm Frome Medical Practice, Enos Way, Frome. BA11 2FH</p> <p><b>Present:</b> Councillors: Eve Berry; Adam Boyden; Carole Bullen; Graham Burgess; Adrian Dobinson; Toby Eliot; Pippa Goldfinger; Tricia Golinski; Damon Hooton; Claire Hudson; Dickon Moore; Helen Sprawson-White; Helen Starkie; Mel Usher; Nick White Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)</p> <p><b>In attendance:</b> Claire Wilson (Frome Standard), Steve Macarthur (Cheese &amp; Grain), Richard Beynon (Save Sun Street Chapel), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development &amp; Regeneration Manager), Jackie Wheeler (Responsible Finance Officer), Laura Poulton (Administration Officer)</p> <p>25 members of the public</p>		
Minute Ref	Agenda Item	Action
2014/01/FC	<p><b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC AND COUNTY AND DISTRICT CLLS</b></p> <p>Jane Wood queried whether the police had been consulted on the possibility of the police post becoming part of the Frome Hub with the base in Frome Library. The Town Clerk explained that the police were involved in discussions with SCC.</p> <p>David Taylor congratulated Cllr Adam Boyden on his election. He also thanked the Planning Sub Committee members for their involvement in the recommendations for the planning application at Bennett's Gardens. David asked Cllrs what progress had been made with the Fair Frome project. Cllr Usher explained that Nikki Cox had put together a strategy and budget and they were currently looking into appointing three trustees.</p> <p>Karen Eberhardt – Shelton informed Cllrs and the public of a book called 'Enough' that she explained gave a blueprint for sustainable living and felt that it was important for all to read it.</p>	
2014/02/FC	<p><b>2 a. APOLOGIES</b></p> <p>The Chairman formally opened the Council meeting at 7.23pm and apologies of absence were received from Cllr Macfadyen.</p>	

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2014/03/FC	<p><b>2 b. DECLARATION OF INTERESTS</b></p> <p>A declaration was received from Cllrs Dobinson, Hudson, Boyden, Bullen, Sprawson – White and Hooton who have seats on MDC that their views on any items on this agenda as an FTC member were not necessarily those as their role as an MDC Cllr.</p> <p>Cllr Moore and Cllr Hooton expressed a pecuniary interest in item 6.</p>	
2014/04/FC	<p><b>2 c. MINUTES</b></p> <p>The minutes of the Frome Town Council meeting held on 6 November 2013 were approved as a true record of the meeting and signed by the Chair.</p>	
2014/05/FC	<p><b>3 A QUICK UPDATE ON PREVIOUS ACTIONS AND A LOOK AT WHAT IS COMING UP</b></p> <p>Cllr Hooton arrived at 7.35pm</p> <p>The Town Clerk informed Cllrs he had received a reply from the Chief Executive of MDC in response to his letter about the planning application by Frontier Estates for the Saxonvale site. He noted that he would circulate the letter amongst the Cllrs as well as post it on the FTC website and Facebook page.</p>	PWy
2014/06/FC	<p><b>4 FOR DECISION - TO SUPPORT THE CAMPAIGN TO SAVE SUN STREET CHAPEL</b></p> <p>Cllr Boyden arrived at 7.42pm</p> <p>The Town Clerk noted he had spoken to Richard Beynon, the representative for the Save Sun Street Chapel group, and he confirmed the need for a £5,000 deposit had now been removed.</p> <p>Richard explained that they were seeking FTC's support to help the community to take ownership of the building and continue its use as a community space.</p> <p>Cllr Hooton expressed his support for the campaign and felt it was important to ensure the building was not sold to developers as it is a historical building and therefore an asset to the community.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Support in principle the campaign to save Sun Street Chapel</li> <li>2. Confirm that Green Strand fundraisers will support SSCC in applying for grant aid</li> <li>3. If match funding is necessary to support an application for grant aid to enable a feasibility study to be undertaken,</li> </ol>	PWy

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	<p>encourage SSCC to apply to FTC through the Community Development Grants Fund</p> <p>Proposed Cllr Usher, seconded Cllr Hooton, agreed by majority.</p>	
<b>2014/07/FC</b>	<p><b>5 FOR DECISION – CHEESE &amp; GRAIN - AN UPDATE ON THE RECENT REFURBISHMENT OF THE BUILDING AND A NEW PROPOSAL TO CONVERT THE UPPER FLOORS OF THE TOWER</b></p> <p>The Economic Development &amp; Regeneration Manager presented a slideshow of pictures showing the internal and external changes to the Cheese &amp; Grain building.</p> <p>Steve Macarthur, the General Manager, explained the most significant change was their ability to now stay open much longer and to encourage people to visit without needing a ticket. The ability to offer hot desking and training rooms to external businesses had given them £4,000 worth of bookings for the first quarter. Steve explained they have employed more staff and taken on an apprentice. They were aware the lighting and sound need to be improved and Steve explained he was looking into using this as an education opportunity for people in Frome that would also benefit the Cheese &amp; Grain.</p> <p>Cllr Usher congratulated Ric Swann, the architect for the refurbishment, for his work and encouraged Cllrs to attend the tour of the Cheese &amp; Grain that had been organised for the end of the week.</p> <p>The recommendation was that the Council agrees to extend the area covered by the existing sub-lease to the Frome Cheese &amp; Grain to include the upper floors of the Tower on a peppercorn rent with authority being delegated to the Economic Development &amp; Regeneration Manager to finalise the details including securing landlord's consent from Mendip District Council.</p> <p>Proposed Cllr Starkie, seconded Cllr Hooton, agreed by majority.</p>	<b>PWh</b>
<b>2014/08/FC</b>	<p><b>6 FOR INFORMATION –SAXONVALE BRIEFING</b></p> <p>Cllr Golinski chaired this item.</p> <p>Cllrs noted the report.</p> <p>Cllr Boyden confirmed he had spoken with the Asset Manager and they had made no formal agreement with Frontier Estates about the sale of MDC land.</p>	

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<b>2014/09/FC</b>	<p><b>7 FOR DECISION - TO REVIEW THE RECOMMENDATIONS MADE FOLLOWING A REVIEW OF THE MAYOR FOR YOUNG PEOPLE INITIATIVE</b></p> <p>Cllr Dobinson left at 8.10pm and Cllr Sprawson –White arrived at 8.31pm.</p> <p>Cara Honey (Mayor for Young People) and Alex Shingler (Deputy Mayor for Young People) thanked the Council for its support during the first year of the scheme.</p> <p>Cara and Alex noted that their aim was to create a better relationship between young people and the community. They explained that they have been working with community groups to find out what is affecting young people in the town.</p> <p>Cara noted how inspired she was meeting members of the Murrhardt Youth Council after she attended an event to mark the 30<sup>th</sup> anniversary of Murrhardt becoming a twin town and felt that the Frome Youth Council could become international.</p> <p>Cara and Alex noted that the question time events they had organised for students had been very successful. They were pleased the events were well attended and they demonstrated that young people had many valid contributions to make to discussions in the town. In addition Cara and Alex had been visiting other schools within Frome to communicate with young people from different age ranges and areas of Frome.</p> <p>Following Cara and Alex’s first year as Mayor and Deputy Mayor for Young People they are aiming to expand the Youth Council, strengthen links with FTC and organise more intergenerational events and activities to bring the community together.</p> <p>Cllr Goldfinger noted how she enjoyed Cara and Alex’s presence on the Council and asked them if they felt it was worthwhile having a young person representative to sit on the board of an organisation such as the Cheese &amp; Grain or Frome Festival. Both Cara and Alex felt this would be worthwhile as they would have the ability to communicate with other groups in the town.</p> <p>Cllr Hudson felt FTC should be encouraging groups that have received funding to involve young people in their work and make this involvement a culture in the town.</p> <p>Cllr Eliot asked Cara and Alex about the linkages between the roles of Mayor for Young People and the Youth Council. Both expressed</p>	
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	<p>that without the Youth Council and their support much of the progress they have made would not have been possible. Cllr Eliot noted that FTC should involve the Youth Council further.</p> <p>Cllr Hooton suggested that other members of the Youth Council should be appointed to attend Council meetings so the responsibility was not solely on the Mayor and Deputy Mayor for Young People.</p> <p>Cllr Hudson requested that the Town Clerk look into how other towns involve young people in the Council and is there a possibility of them being more involved such as being able to vote on decisions.</p> <p>The recommendations were for Cllrs to agree to:</p> <ol style="list-style-type: none"> <li>1. The adoption of the statement of intent and associated principles</li> <li>2. The development of an action plan that enables the Youth Council to be fully representative of young people in Frome</li> <li>3. A copy of the Council's agendas and minutes being sent directly to the Youth Council</li> <li>4. The Youth Council meeting at the FTC offices and the provision of administrative support at these meetings</li> <li>5. The retention of the current postholders until May 2015</li> <li>6. The drafting of job descriptions for the Mayor for Young people and Deputy Mayor for Young People</li> <li>7. Regular meetings being held between the postholders and the Town Clerk, other officers and the Mayor</li> <li>8. The provision of desk space and administrative support to the postholders</li> <li>9. The development of a training plan for the Youth Council</li> </ol> <p>Proposed Cllr Hooton, seconded Cllr Sprawson - White, agreed unanimously.</p>	<p>PWY</p> <p>PWY</p> <p>PWY</p> <p>LP</p> <p>LP</p> <p>PWY</p> <p>LP</p> <p>PWY</p>
2014/10/FC	<p><b>8 FOR DECISION - UPDATE ON THE PROPOSED RELOCATION TO THE LIBRARY BUILDING</b></p> <p>The Town Clerk explained progress is being made however it is slow. He noted he was recommending that he continues negotiations with SCC and that the decision is delegated to the Internal Affairs Committee.</p> <p>Cllr White asked the Town Clerk how much the move from Palmer Street to the library would cost. The Town Clerk explained that many aspects were unknown however he would estimate between £30 – 40,000.</p>	



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	<p>Cllr Hooton noted MDC had recently set up their own hub and suggested FTC should ask them for some advice on the processes they went through. He also offered to assist in setting up the Frome Hub.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Authorise the Town Clerk to continue with the discussions</li> <li>2. Delegate authority to the Internal Affairs Committee to finalise future accommodation requirements, location and costs and come back to Council for the final decision</li> <li>3. Town Clerk to write to SCC to express FTC's disappointment at the lack of progress</li> </ol> <p>Proposed Cllr Hudson, seconded Cllr Berry, agreed unanimously.</p>	<b>PWy</b>
<b>2014/11/FC</b>	<p><b>9 FOR DECISION - FINANCIAL DECISIONS MADE BY THE CLERK FOR RATIFICATION</b></p> <p>The Town Clerk explained the financial decisions listed in the paper were taken in an emergency. He noted he made these decisions with the Responsible Finance Officer.</p> <p>Cllr Hudson asked if there was a limit on the amount that can be spent at one time, how close together did the spending decisions come up and why an extraordinary council meeting wasn't called.</p> <p>The Town Clerk explained that none of the individual bills for the projects came to more than £5000 as stated in the standing orders. The decisions came up over a period of a month or so and the Christmas Extravaganza had to be decided within about two weeks. He noted he would have ideally wanted to have called an extraordinary meeting however there wasn't the time and he took the decision in consultation with the chair of IAC and the leader of the Council.</p> <p>Cllr White noted that the Christmas Extravaganza was a fantastic event for the town. However due to the number of rumours about the cost of the event taken on by FTC a statement of the breakdown of costs should be issued to the public.</p> <p>The Town Clerk explained he had emailed a breakdown of costs to the Frome Standard which would be available in the next issue and these figures will also be available on the FTC website and Facebook page.</p> <p>The Economic Development &amp; Regeneration Manager noted that</p>	

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	<p>the Christmas Extravaganza event with Jenson Button reached readers and viewers across the world including Singapore, the USA and New Zealand. He also explained that around two million people heard about the story which in no doubt Frome would benefit from.</p> <p>Cllr Boyden suggested that in future when decisions like this need to be made the Town Clerk contacts all Cllrs at the time to explain the decisions he will be taking.</p> <p>Cllr Usher noted that if the budget works out exactly as planned the Council is not being flexible enough to meet opportunities that can arise throughout the year. However he felt the Council needed to sharpen up and keep all procedures up to date.</p> <p>The recommendations were to approve the additional expenditure to be funded from 2013/14 budget underspends of:</p> <ol style="list-style-type: none"> <li>1. £35k on the Cheese and Grain project</li> <li>2. £18k on the 2013 Extravaganza weekend</li> <li>3. £25k on the Neighbourhood Plan Project (if the second DCLG bid is unsuccessful)</li> </ol> <p>Proposed Cllr Hooton, seconded Cllr Goldfinger, agreed by majority.</p>	
<b>2014/12/FC</b>	<p><b>10 FOR DECISION - TO RATIFY A DECISION MADE BY THE INTERNAL AFFAIRS COMMITTEE TO ALLOCATE A GRANT CHEQUE FROM MDC TO GOOD CAUSES IN THE TOWN</b></p> <p>The Town Clerk thanked Charles Wood for pointing out the error not to have acknowledged the decision to allocate the grant from MDC to three special projects which had been delegated to IAC.</p> <p>The recommendation was to:</p> <p>Ratify the decision made IAC on 6 August 2013 to contribute:</p> <ol style="list-style-type: none"> <li>1. £55K towards supporting vulnerable people in the town</li> <li>2. £55K towards training of young people in the town</li> <li>3. £7K towards the Participate Frome week in November</li> </ol> <p>Proposed Cllr Hudson, seconded Cllr Starkie, agreed by majority.</p>	
<b>2014/13/FC</b>	<p><b>11 FOR DECISION – DISPENSATION FOR CLLRS TO VOTE ON THE PRECEPT DEMAND</b></p> <p>Cllrs received a form to sign for the Town Clerk to grant them a dispensation to vote on the decision about the precept demand.</p>	
<b>2014/14/FC</b>	<p><b>12 FOR DECISION – WORK PROGRAMME, BUDGET AND PRECEPT FOR 2014/15 AND RESERVES</b></p>	

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	<p>The Town Clerk noted that the work programme had been viewed by the External and Internal Affairs Committees and each had made comments that had been taken into account for the final document.</p> <p>Cllr Eliot, Chair of IAC, explained that FTC could lower their precept demand however this would impact on the action plan and mean the Council would have to do less. The proposed precept demand would mean a small reduction in band d household payments.</p> <p>Cllr Berry requested that the budget document shows which committee is responsible for decisions on each amount of expenditure as it does in the action plan.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve the Action Plan to March 2015</li> <li>2. Approve the proposed budget and precept demand of £1,022,787 for 2014/15</li> <li>3. Note that this will reduce the Band D Council Tax equivalent amount for 2014/5 to £126.68</li> <li>4. Lodge the grant for £115k from Government via MDC in the General Reserve for future determination</li> <li>5. Retain the existing EMRs and approve the amount in each one</li> <li>6. Establish the proposed EMRs</li> <li>7. Note the forecast GR at 1 April 2014</li> </ol> <p>Proposed Cllr Goldfinger, seconded Cllr Burgess, agreed by majority.</p>	<b>JW</b>
<b>2014/15/FC</b>	<p><b>13 DATE OF NEXT MEETING</b></p> <p>The next meeting will be an extraordinary meeting at 7pm on 23 January 2014, Assembly Rooms</p> <p>Cllr Hooton gave his apologies for the meeting on 23 January 2014.</p>	
The Chair closed the meeting at 9.14pm		

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**2 d. To consider and approve the minutes of the Extraordinary meeting held on 23 January 2014**

## Draft Minutes of an Extraordinary meeting of Frome Town Council

Wednesday 23 January 2014 at 9pm

Assembly Rooms, Christchurch Street West, Frome. BA11 1EB

**Present:**

Councillors: Dave Anderson; Eve Berry; Carole Bullen; Graham Burgess; Adrian Dobinson; Toby Eliot; Pippa Goldfinger; Tricia Golinski; Damon Hooton; Claire Hudson; Peter Macfadyen; Dickon Moore; Helen Starkie; Mel Usher; Nick White  
 Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

**In attendance:**

Nick Jones (GL Hearn, for Frontier Estates), David Parkes (Community Juice), Roger Barnes, Bill Lowe (Pangmore Properties), Duncan Skene (Keep Frome Local), John Cheetham (Millennium Green Trust), Ric Swann (Civic Society), Neil Howlett, Caroline Wood (Frome Standard), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Jackie Wheeler (Responsible Finance Officer), Jane Llewellyn (Planning & Development Officer), Patrick Moss (Town Centre Regeneration Manager), Lyndsey Haines (Office Apprentice), Laura Poulton (Administration Officer)

Approx. 100 members of the public

Minute Ref	Agenda Item	Action
2014/16/FC	<p><b>2 b. DECLARATION OF INTERESTS</b></p> <p>This item was brought forward to item one.</p> <p>Cllrs Moore, Hooton and Hudson declared a personal and prejudicial interest in item 3 and left the meeting.</p> <p>A declaration was received from Cllrs Bullen and Dobinson who have seats on MDC that their view on any items on this agenda as an FTC member were not necessarily those as their role as an MDC Cllr.</p> <p>Cllr Dobinson left at 9.09pm</p>	

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<p><b>2014/17/FC</b></p>	<p><b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</b></p> <p>Cllr Boyden arrived at 9.15pm</p> <p>Nick Jones said he believed the survey distributed by FTC showed there was support for the development from Frontier Estates. He explained that the supermarket needed to be the size as proposed in order to bring trade back into the town centre. Nick also noted Frontier had responded to the feedback they had received and had amended the access routes by reducing traffic through Vicarage Street and adding a hotel within the development.</p> <p>David Parkes David noted that the Carley Development Trust had been successful with their application to the Homes and Communities Agency in order to bring forward an alternative development at Saxonvale. He noted that the land owners, developers and Councils needed to work together to bring forward a workable development for Saxonvale.</p> <p>Roger Barnes Roger noted that any development at Saxonvale was going to create changes within Frome. He expressed his support for the supermarket as shopping needs are not currently met within the town centre.</p> <p>Bill Lowe Bill handed to Cllrs a map illustrating the land owned by Pangmore Properties. He noted that Frontier had proposed that the access from the development to the town centre would be via the Kingsway Centre. Bill explained that Pangmore Properties had not been consulted over these proposals and intended to protest against any rights of access across their land.</p> <p>Duncan Skene Duncan noted that Keep Frome Local was heartened to read that FTC was recommending to refuse the application from Frontier. KFL felt that Frontier was attempting to impose a development on Frome that could be found in any other town and did not retain Frome's individuality. Duncan noted they were excited to see the proposals from the Carley Development Trust in the near future.</p> <p>John Cheetham John explained his seven points why he was against the proposal from Frontier Estates.</p>	
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	<ol style="list-style-type: none"> <li>1. The development would be on a dormant flood plain</li> <li>2. The car parks would become a disaster</li> <li>3. The walk along the river would be ruined</li> <li>4. The access to the development would become intolerable</li> <li>5. There is no cohesion with the rest of the town centre</li> <li>6. Housing would be difficult to accommodate</li> <li>7. It would be visually unattractive</li> </ol> <p>Ric Swann</p> <p>Ric congratulated FTC on a well written report and a well thought out meeting. He proposed to Cllrs and the public that the question needed to be asked what would be more damaging for Frome, a large car based development or a derelict site.</p> <p>Neil Howlett</p> <p>Neil explained the concept of linked trips where shoppers who come to use the supermarket would then go on to do other shopping in the town centre. He explained his research did not uncover much evidence that supports that the concept of linked trips which is what the hope of the proposed development would be.</p>	
<b>2014/18/FC</b>	<p><b>2 a. APOLOGIES</b></p> <p>None was received.</p> <p>Cllr Golinski chaired the meeting and opened it at 9.07pm.</p> <p>It was noted that the minutes from Frome Town Council meeting held on 8 January 2014 would be agreed at the next meeting on 19 March.</p>	
<b>2014/19/FC</b>	<p><b>3 FOR DECISION – DEVELOPMENT PROPOSAL FOR LAND AT GARSDALE: FRONTIER DEVELOPMENTS</b></p> <p>Cllrs appreciated the Saxonvale site needed to be developed. However most felt that the Frontier application was not good enough and did not reflect Frome’s individuality and character.</p> <p>Cllrs White and Berry urged Cllrs to not miss the opportunity to develop a site that has been derelict for years.</p> <p>Cllrs Eliot, Goldfinger and Macfadyen urged the community to come together to identify what type of development would be acceptable to the vast majority.</p> <p>Cllr Burgess noted the Planning Brief should be observed within</p>	

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the development and his particular concerns about access through the site and also the apparent lack of discussion with neighbouring land owners.

The recommendation was permission be refused on the grounds that:

1. The proposed scale of the supermarket would have a negative impact on the town centre economy
2. The application does not demonstrate a seamless connection with the existing town centre
3. The increased traffic that will be generated by the development is likely to lead to congestion around a number of junctions but this is not adequately addressed within the Transport Assessment
4. The lack of assurance that parking will be managed to the benefit of the town rather than simply for the benefit of the development will result in a detrimental impact on existing town centre businesses
5. The application has not been accompanied by a Travel Plan that will deliver integrated sustainable transport solutions
6. The proposal is contrary to the policies in the Planning Brief and the Draft Neighbourhood Plan
7. There is insufficient or misleading information in the submission for the Local Planning Authority to make a considered judgement

Cllr White requested a recorded vote. The votes were recorded as follows:

Councillor	For	Against	Abstain
D Anderson	✓		
E Berry		✓	
A Boyden	✓		
C Bullen			✓
G Burgess	✓		
T Eliot	✓		
P Goldfinger	✓		
T Golinski	✓		
P Macfadyen	✓		

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H Starkie	✓		
N White		✓	
M Usher	✓		

Recommendations agreed by majority.

Cllr Burgess proposed to add to the following two recommendations:

8. The size of the service yard for the supermarket jeopardises the future viability of adjoining land allocated for housing.

9. Pedestrian access through the Kingsway centre and M&S car park needs to be included in the application.

Seconded Cllr Goldfinger, agreed by majority.

Cllr Boyden proposed the following recommendations:

10. The proposal will adversely affect the Frome Conservation Area, and the character of the riverside corridors, due to the loss of protected trees and development of car parking, which reduces the size and quality of the proposed riverside park.

11. The Council supports in principle the development of this largely derelict and brownfield site for mixed uses, as set out in the draft Neighbourhood Plan.

12. The Council notes the responses submitted so far by members of the public and organised groups such as Keep Frome Local, Frome For All and Frome Civic Society, which reveal that the members of the public in Frome are 'split' on the merits of this planning application, with substantial arguments both for and against the proposals on a range of issues.

13. The Council acknowledges that there are many aspects of the proposals that are worth supporting, including providing additional non-food retail stores, offices, restaurants and cafes, and a hotel, as well as open spaces and a riverside park.

14. In addition, on behalf of the Mayor and Deputy Mayor for young people that specific provision of services for younger people in this, and any future applications.



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	Seconded Cllr Usher, agreed by majority.	
<b>2014/20/FC</b>	<b>12 DATE OF NEXT MEETING</b> The next meeting will be at 7pm on Wednesday 19 March (venue to be confirmed)	
The Chair closed the meeting at 10.15pm		

**2 e. To receive for information the minutes of the last Internal Affairs Committee meeting**

<p style="text-align: center;"><b>Draft Minutes of a meeting of the Internal Affairs Committee</b></p> <p style="text-align: center;">Tuesday 4 February at 7pm Frome Town Council, 5 Palmer Street, Frome. BA11 1DS</p> <p><b>Present:</b> Councillors: Toby Eliot (Chair); Claire Hudson; Peter Macfadyen; Mel Usher Cara Honey (Mayor for Young People)</p> <p><b>In attendance:</b> Cllr Damon Hooton, Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer), Simon Woollen (Grounds &amp; Properties Manager), Laura Poulton (Administration Officer)</p>		
Minute Ref	Agenda Item	Action
<b>2014/1/IAC</b>	<p><b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</b></p> <p>Cllr Damon Hooton informed Cllrs that the Scrutiny Board at MDC had recently met to look at the Groundcare contract with the Landscape Group. They had noted that on the whole the contract was running well but accepted there were a few issues. The Landscape Group was intending to have a dedicated telephone number by the end of April and also have an online service by the end of the year. They would also be employing regional Managing Directors.</p> <p>Cllr Claire Hudson suggested that FTC invite the Landscape Group back to an upcoming FTC meeting to address some of the issues that have been experienced in Frome.</p>	<b>PWY</b>
<b>2014/2/IAC</b>	<p><b>2 a. APOLOGIES</b></p> <p>The Chairman formally opened the Council meeting at 7.15pm and apologies of absence were received from Cllrs Goldfinger, Moore, Sprawson – White and Alex Shingler.</p>	
<b>2014/3/IAC</b>	<p><b>2 b. DECLARATION OF INTERESTS</b></p> <p>A declaration was received from Cllr Hudson who has a seat on</p>	

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	MDC that her view on any items on this agenda as an FTC member were not necessarily those as her role as an MDC Cllr.	
<b>2014/4/IAC</b>	<p><b>2 c. MINUTES</b></p> <p>The minutes of the Internal Affairs Committee meeting held on 3 December 2013 were amended to include Cllr Hudson's apologies and then approved as a true record of the meeting and signed by the Chair.</p>	
<b>2014/5/IAC</b>	<p><b>10 FOR INFORMATION - HEALTH AND SAFETY UPDATE FOR OUTSIDE SERVICES</b></p> <p>This was brought forward to item 3.</p> <p>The Grounds &amp; Properties Manager explained that an external company had completed an audit of the health and safety procedures for Outside Services. The GPM noted that the audit had proved invaluable and made the team much more efficient and confident. A similar audit will also be completed for the FTC offices in Palmer Street. He also noted that he is looking into completing a certificate in safety management.</p> <p>Cllr Hudson asked if FTC had a process to encourage other members of staff to complete qualifications. The Town Clerk explained that he encourages any member of staff to complete a course or qualification if it will benefit them in their current role.</p>	
<b>2014/6/IAC</b>	<p><b>3 A QUICK REVIEW OF PREVIOUS ACTIONS AND WHAT IS COMING UP NEXT TIME</b></p> <p>The Town Clerk noted that the development of the two new websites, one tourist focused and one resident focused, was going well. The Economic Development &amp; Regeneration Manager and Community Projects Officer were working alongside Kate Hellard to establish a community database that would be a part of the new website. Cllr Usher asked that a deadline for the completion of the websites be finalised.</p> <p>Cllr Eliot suggested that as there had been no progress with re-establishing the One Frome project with MDC that the action is removed from the table.</p> <p>Cllr Hudson requested that the Park ward Cllrs were kept informed about the Victoria Park/Mary Baily Playing Field Strategy. Cara Honey, Mayor for Young People, also requested this as the area is an important space for young people in the town.</p> <p>Cllr Hudson suggested that to make progress with taking over the</p>	<p><b>PWh</b></p> <p><b>PWy</b></p>

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	<p>running of MDC car parks was to write to the Secretary of State. The Town Clerk asked Cllr Hudson to assist drafting a letter from the Leader of the Council stating FTC's intentions.</p> <p>Cara Honey asked about the progress of the job description for the youth support worker. The Town Clerk explained that he and the Community Projects Officer are intending to approach established youth service organisations and employ their expertise to implement the recommendation from the Youth Services research project. Cllr Eliot asked that the decision over which organisation to employ is brought back to EAC.</p> <p>The Town Clerk noted that the dog control orders had been delayed due to restructuring within the police force. The Grounds &amp; Properties Manager and Outside Services Administration Officer were continuing to move this forward and the police were still keen to have the orders in place.</p> <p>The Responsible Finance Officer noted that the Mendip Credit Union would like to gain some PR after FTC made an investment with them. There were no objections to this from the Cllrs.</p>	<b>SH</b>
<b>2014/7/IAC</b>	<p><b>4 FOR INFORMATION - INTERNAL AUDITORS REPORT</b></p> <p>Cllr Hudson requested that the letter is amended to reflect that the report was taken to an IAC meeting not Council as mentioned in the letter from the Internal Auditors in order to avoid confusion.</p> <p>The Responsible Finance Officer noted that the auditors were due to come back that week and she would get the amendment done then.</p>	
<b>2014/8/IAC</b>	<p><b>5 FOR INFORMATION - EXTERNAL AUDITORS REPORT</b></p> <p>The Responsible Finance Officer informed Cllrs that the recommendation from the External Auditors report was to produce an internal controls document. She noted that Outside Services and the Information Centre had almost completed theirs and one for the Palmer Street Office was currently being prepared.</p> <p>Cllrs congratulated the Responsible Finance Officer and Town Clerk for such an outstanding report.</p> <p>Cllr Hudson noted her suggestion to the Town Clerk to introduce a connected parties form whereby any contractors employed by FTC disclose whether they have any connection with an FTC Officer or Cllr to ensure transparency. Cllrs agreed this would be a useful practice.</p>	<b>PWy/JW</b>

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2014/9/IAC	<p><b>6 FOR DECISION – REVIEW OF RISK REGISTER</b></p> <p>It was agreed that the associated risk for the FTC website should be described as reputational rather than technical.</p> <p>Cllrs reviewed the risk register and asked the Chair and Clerk to sign it as a true record of current risks on their behalf.</p> <p>Proposed Cllr Usher, seconded Cllr Macfadyen, agreed unanimously.</p>	
2014/10/IAC	<p><b>7 FOR INFORMATION – FINANCE UPDATE INCLUDING CURRENT FORECAST FOR THE END OF MARCH</b></p> <p>With regard to the payments equal to or exceeding £500 Cllr Hudson asked on behalf of Cllr Hooton, if there had been any success with the employment of Green Strand. The Town Clerk noted Steve Macarthur, Green Strand, had given a detailed report at the last EAC meeting which he will email to Cllr Hooton.</p> <p>Cllr Hudson noted that the cheque to Green Strand appears twice making it appear FTC have paid them twice rather than the original cheque had been lost and had to be reissued. The Responsible Finance Officer noted the Internal Auditors had been made aware of this issue and that it had been followed through with them.</p> <p>Cllr Usher enquired as to how the Responsible Finance Officer was getting on with challenging MDC over the charge for the use of the Market Yard car park on the night of the Christmas Extravaganza. The Responsible Finance Officer noted it was still under dispute and despite offering a reasonable payment of £750, which was the average income for a Friday, MDC had refused.</p> <p>Cllr Hudson queried if the ear marked reserve was going to be enough for the elections in 2015. The Town Clerk explained that the current figure was based on costs from previous years and there was still another £5,000 to be added.</p> <p>The Responsible Finance Officer updated Cllrs on her progress with securing previously unpaid S106 money. The RFO explained that there was a s106 agreement in place for Mendip Lodge Hotel however FTC had been told that as MDC had failed to follow it up the money was no longer available. After persistence over a number of months £38,000 had been secured.</p> <p>The recommendation was to note the Council's main areas of income and expenditure, the third quarter year end forecast, the update on main s106 budgets and the status of FTC investments.</p>	PWy

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	Proposed Cllr Usher, seconded Cllr Macfadyen, agreed unanimously.	
<b>2014/11/IAC</b>	<p><b>8 FOR INFORMATION - STAFF HANDBOOK UPDATE ON FLEXIBLE WORKING POLICY</b></p> <p>The Town Clerk explained that the need for the policy arose after two members of staff requested compressed hours. The flexible working policy was based on advice received from South West Employers. He asked Cllrs to agree to the document with the amendment to paragraph five to say the Town Clerk will make the decision instead of the Internal Affairs Committee. In addition an amendment to paragraph six to say the Internal Affairs Committee will determine a right of appeal rather than the Council.</p> <p>The recommendation was the flexible working policy is adopted as part of the Staff Handbook.</p> <p>Proposed Cllr Eliot, seconded Cllr Hudson, agreed unanimously.</p>	<b>PWy/JW</b>
<b>2014/12/IAC</b>	<p><b>9 FOR DECISION – TO APPROVE JOB DESCRIPTION FOR THE PLANNING &amp; REGENERATION APPRENTICE</b></p> <p>Cllr Hudson queried as to why the salary was so low. The Responsible Finance Officer explained that it works out to be £4 an hour and is for a four day week as the fifth day is spent at College. The wage is for the first year only. All other expenses such as course fees, books and travel are covered by FTC. Cllr Eliot asked if the job advertisement could state the pay range.</p> <p>Cllr Hudson suggested that FTC could explore the possibility of employing paid interns for specific projects.</p> <p>The recommendation was to approve the job description and person specification for the Planning &amp; Regeneration Apprentice and delegate recruitment to the Town Clerk.</p> <p>Proposed Cllr Usher, seconded Cllr Hudson, agreed unanimously.</p>	<p><b>PWh</b></p> <p><b>PWy/JW</b></p>
<b>2014/13/IAC</b>	<p><b>11 DATE OF NEXT MEETING</b></p> <p>The next meeting will be at 7pm on Wednesday 9 April, Palmer Street Office</p> <p>Cllr Hudson gave her apologies in advance.</p>	
The Chair closed the meeting at 8.47pm		

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**2 f. To receive for information the minutes of the last External Affairs Committee meeting**

<p style="text-align: center;"><b>Draft Minutes of a meeting of the External Affairs Committee</b></p> <p style="text-align: center;">Wednesday 26 February 2014 at 7pm Assembly Rooms, Christchurch Street West, Frome. BA11 1EB</p> <p><b>Present:</b> Councillors: Tricia Golinski; Damon Hooton; Peter Macfadyen; Mel Usher Alex Shingler (Deputy Mayor for Young People)</p> <p><b>In attendance:</b> Cllr Toby Eliot, Cllr Pippa Goldfinger, Nikki Cox (Fair Frome), Chris Hare (Warminster &amp; District Food Bank), Rachel Bodle (Mendip Community Credit Union), Mike Forbes (Mendip Community Transport), Caroline Wood (Frome Standard), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development &amp; Regeneration Manager), Sarah Hobbs (Community Projects Officer), Ruth Knagg (Community Projects Officer), Tessa Hibbert (Community Projects Officer), Patrick Moss (Town Centre Regeneration Manager), Laura Poulton (Administration Officer)</p> <p>20 members of the public.</p>		
Minute Ref	Agenda Item	Action
2014/1/EAC	<p><b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</b></p> <p>Mike Forbes from the Mendip Community Transport offered their thanks to FTC for their support. He explained that MCT have twenty four mini buses and they assist a variety of transport needs from transporting those with special needs to visits to Glastonbury Tor. He noted that they also do work with community groups and since 2002 they have helped 500 groups, 26 of which have been in Frome.</p> <p>Cllr Macfadyen asked Mike where they receive their funding from. Mike noted their operating costs were £700,000 and apart from a grant of £26,000 the rest is raised through service charges. Cllr Usher noted that there could be a very positive link with Fair Frome and that FTC would be happy to help advertise their services as much as possible.</p> <p>Charles Wood asked about the status of the Showfield, he noted that Vision for Frome would like to be involved with the continuation of the Participate Frome project and asked what was meant by make good with reference to the play park at Foundry Barton. The Town Clerk addressed these points where each item was discussed in the meeting.</p>	

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	<p>Cllr Hooton informed Cllrs that he was now a member of the Corporate Asset Management Group. He also noted that he was due to meet with officers at MDC to discuss s106 and would raise the issue of the play park at Foundry Barton.</p>	
2014/2/EAC	<p><b>2 SHORT TALKS FROM:</b></p> <p><b>a. Nikki Cox, Fair Frome</b>  Nikki explained that Fair Frome receives its funding from FTC and the Muriel Jones foundation and it had been committed for the next 3 years. At the time the Fair Frome office was based at the Frome Town Council Office in Palmer Street however they were searching for more permanent premises.</p> <p>She noted that they were currently working with Warminster and District Food Bank to start a central distribution for food boxes as well as a utensil drive which had been well received.</p> <p><b>b. Rachel Bodle, Mendip Community Credit Union</b>  Rachel explained that the Mendip Community Credit Union was run by volunteers, they currently had 700 members and £370,000 worth of savings.</p> <p>She noted that they had been operating in Frome for six years, however local people only account for 15% of their membership. The MCCU were about to open a new service point at the Key Centre and were developing a collection point at the Fair Frome office.</p> <p>Rachel noted that FTC was the first corporate member.</p> <p><b>c. Chris Hare, Warminster &amp; District Food Bank</b>  Chris Hare explained that there were a many number of reasons people come to rely on food boxes. He noted that on average ten boxes were given to people in Frome in a week. In the last five months the food bank had helped 916 people in the Frome area.</p> <p>Chris noted that they had recently been given storage space at the Cheese &amp; Grain for the food boxes. He explained that the food bank is run by volunteers and the food is collected from Sainsbury's after donations from the public.</p> <p>Cllr Usher noted that the inequalities were only going to grow unless more organisations like FTC find some way to overcome issues of poverty. He said he would like the food bank and credit union to become bigger and better used by local people.</p>	

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<b>2014/3/EAC</b>	<b>3 a. APOLOGIES</b> The Chairman formally opened the Council meeting at 7.05pm and apologies of absence were received from Cllrs Anderson, Berry, Burgess, White and Cara Honey, Mayor for Young People.	
<b>2014/4/EAC</b>	<b>3 b. DECLARATION OF INTERESTS</b> A declaration was received from Cllr Hooton who has a seat on MDC that his view on any items on this agenda as an FTC member were not necessarily those as his role as an MDC Cllr. Cllr Hooton also declared a non-prejudicial interest in item 8.	
<b>2014/5/EAC</b>	<b>3 c. MINUTES</b> The minutes of the External Affairs Committee meeting held on 18 December 2013 were amended to better reflect the context of comments made by Cllrs White and Usher in item 5 and were then approved as a true record of the meeting and signed by the Chair.	
<b>2014/6/EAC</b>	<b>4 AN UPDATE ON WHAT THE COUNCIL IS WORKING ON AT THE MOMENT</b> Cllr Macfadyen enquired about the status of the Community Orchard. The Town Clerk explained that due to the continued bad weather the planting had been delayed.  The Economic Development & Regeneration Manager explained that with regard to the Palmer Street resurfacing project FTC were still seeking to understand why SCC decided to postpone after only one late objection. He noted that he was working with SCC to see if the objection could be resolved.  The Town Clerk noted he had received a letter from leader of SCC asking FTC to support the Somerset Levels Relief Fund. The fund was raising money to contribute to the dredging of the rivers close to the flooded areas and start other prevention measures. Cllr Hooton felt the fund was a good and worthy gesture for FTC to contribute to. Cllr Usher felt a more considered response was required and asked that a proposal was given at the next Council meeting in March.	<b>PWy</b>
<b>2014/7/EAC</b>	<b>5 FOR DECISION – UPDATES ON PROJECTS LED BY THE COMMUNITY PROJECTS OFFICER</b> The Community Projects Officer introduced Ruth Knagg and Tessa Hibbert who would be covering her role during her maternity leave.  <b>a. Community Grants Review</b> The CPO noted that the next round of grants would begin in April. Ruth Knagg would be administering the new system which had	



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	<p>been simplified after a recent review of the Community Grants application and award processes.</p> <p>Cllr Usher requested that the Community Grants are well advertised for the next round in April.</p> <p>The recommendation was to endorse the new grants system for 2014/15.</p> <p><b>B. Review of Open Spaces Strategy</b></p> <p><i>The Dippy</i></p> <p>The CPO noted the transfer of the Dippy was still imminent. Edventure had been carrying out public consultations with local people about what they wanted for the area for the future. She explained that the Outside Services team had already begun work such as clearing brambles and opening up foot paths. The next steps were to work with the community to produce a master plan.</p> <p>Cllr Usher requested a tighter timetable for delivery.</p> <p>Cllr Goldfinger noted it would be worth talking to residents close to the Dippy for their knowledge of how to deal with the problem of horses.</p> <p><i>Rodden Meadow</i></p> <p>The CPO explained that at the beginning of the project at Rodden Meadow she spoke to different wildlife groups about the needs of wildlife then looked at how people enjoy the meadow. She noted that NVB Architects had produced a master plan which would be finalised by March 2014.</p> <p>Cllr Usher requested that a timetable that includes costs is produced.</p> <p><i>Victoria Park</i></p> <p>The CPO explained that a public consultation was started in March 2013. She noted that it was important to have a strategic plan for the park so that FTC can make the most of funding opportunities.</p> <p>NVB Architects had also produced a strategic consultation plan and will base the next public consultation on this.</p> <p>Cllr Usher requested that the next steps are brought forward from September to July.</p> <p><i>Showfield</i></p>	<p><b>RK</b></p> <p><b>RK</b></p> <p><b>RK</b></p> <p><b>RK</b></p> <p><b>RK</b></p> <p><b>RK</b></p>
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	<p>The Town Clerk explained that FTC had commissioned Neil Oliver and Claire Hein to carry out a consultation of the Showfield. He noted that MDC were intending to transfer the lease but wouldn't until the village green application from FROGS had been withdrawn.</p> <p>Cllr Usher asked Cllr Hooton to, on behalf of FTC, express the frustration at their lack of co-operation.</p> <p><i>Welshmill</i></p> <p>The CPO explained that Friends of the River Frome were taking forward the project and working out the costings. They had received a positive response from Rossetti House and were currently working on unlocking s106 money and getting Network Rail's permission to go ahead with the work.</p> <p>The recommendation was to endorse the next steps for Open Spaces projects delivery.</p> <p><b>C. Walking and Cycling Routes in Frome Working Party report</b></p> <p>Cllr Macfadyen thanked the members of the working party for their efforts in producing the report.</p> <p>A member of the group, Les Stather, was invited to speak who noted it was possible to apply to get a walker friendly town status.</p> <p>The recommendation was to endorse the action plan and next steps of the Walking and Cycling Routes report.</p> <p><b>D. Proposals to take forward Frome Youth Services Work</b></p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Write and advertise the tender for a half time, 2 year Youth Work Coordinator post and commission youth work organisations to apply to deliver this work</li> <li>2. In partnership with the successful youth work organisation, apply for funding to match FTC's contribution in order to create a full time post for two years.</li> </ol> <p><b>E. Taking forward the proposals of Participate Frome</b></p> <p>The CPO noted that Ruth and Tessa will be working with local communities through the Participate Frome brand. They would be organising a meeting for March 2014 to start working out how the recommendations from Participate Frome can be developed with local groups.</p> <p>The recommendation was to endorse the next steps for delivery of</p>	
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	<p>Participate Frome findings.</p> <p>The six recommendations were taken as one and proposed by Cllr Golinski, seconded by Cllr Usher and agreed unanimously.</p>	
<b>2014/8/EAC</b>	<p><b>6 FOR DECISION – PROPOSED APPRENTICESHIP HUB</b></p> <p>The Economic Development &amp; Regeneration Manager explained that in Frome, 170 businesses employ apprentices. The EDRM and Tessa Hibbert undertook research among employers and young people and discovered that the demand for apprenticeships was outstripping supply. He noted that 90% of the students who took part in the research were interested in pursuing an apprenticeship after education. They found that a large problem was the amount of training providers and therefore employers and young people were unsure of whom to approach. In addition small businesses were reluctant to get involved and take on responsibility of an apprentice due to time and resources.</p> <p>The EDRM noted that Frome College were hoping to work with FTC to establish a ‘Next Step hub’ for students and businesses, which would also help coordinate the delivery of training. Cllr Eliot noted that what was being proposed was new and different with a focus on the provision.</p> <p>Cllr Usher noted there was a need to identify who the main players are. He proposed to amend recommendation 3 to add that up to £30,000 be allocated from the budget.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Support the principle of the establishment of an apprenticeship hub in Frome with Councillor Toby Eliot acting as ‘Project Sponsor’</li> <li>2. The Economic Development &amp; Regeneration Manager be authorised to enter into negotiations with prospective partners in the apprenticeship hub initiative in consultation with the Project Sponsor</li> <li>3. A further report be presented to the Council, including identification of the main players, to enable contracts to be entered into when negotiations are completed and up to £30,000 is allocated from the budget</li> </ol> <p>Proposed Cllr Hooton, seconded Cllr Usher, agreed unanimously.</p>	<p>PWh</p> <p>PWh</p>
<b>2014/9/EAC</b>	<p><b>7 FOR DECISION – PROPOSED WORKS TO BOYLE CROSS AND THE MARKET PLACE</b></p> <p>Cllr Usher noted that although the cost of £300,000 seemed a lot, a large part of this would be contributed from Asda as part of their</p>	

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	<p>s106 agreement.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Obtain competitive quotes for detailed design and contract supervision in relation to a first phase of town centre remodelling relating to the Boyle Cross, adjacent parking area and works on the entrance to King Street</li> <li>2. Presentation of a report to the Council meeting on 19 March setting out recommendations regarding the letting of a contract for detailed design and contract supervision, further consultation with stakeholders on the detailed design and work relating to the planning and tender stages of this project</li> </ol> <p>Proposed Cllr Usher, seconded Cllr Golinski, agreed unanimously.</p>	<p><b>PM</b></p> <p><b>PM</b></p>
<b>2014/10/EAC</b>	<p><b>8 FOR INFORMATION – PROGRESS TOWARDS A PARKING STRATEGY FOR FROME</b></p> <p>The Town Centre Regeneration Manager noted that from his discussion with MDC officers so far, the key element for MDC was that the parking strategy is revenue neutral for them. He noted that they were open to receiving other suggestions.</p> <p>Cllrs noted the paper.</p>	
<b>2014/11/EAC</b>	<p><b>9 FOR DECISION – TAKING FORWARD THE DEBATE OVER THE FUTURE OF SPORT AND LEISURE SERVICE PROVISION IN FROME</b></p> <p>Cllr Damon Hooton informed Cllrs that Cllr Helen Sprawson White was the new shadow portfolio holder for Regulatory Services.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Write immediately to the Chief Executive of MDC to request that no decisions are made over the future of Frome Leisure Centre until FTC, local sports organisations and the local community better understands the process being undertaken by MDC, an assessment is made of the current and future needs of a town the size of Frome and whether alternative business models exist</li> <li>2. To that end, MDC with the help of FTC, immediately start a transparent, exhaustive and thorough consultation process which includes all local parties and Sports England</li> <li>3. To report back to EAC on 30 April with an update on whether MDC has taken forward the above recommendations</li> </ol> <p>Proposed Cllr Usher, seconded Cllr Golinski, agreed unanimously.</p>	<p><b>PWy</b></p> <p><b>PWy</b></p> <p><b>PWy</b></p>

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2014/12/EAC	<p><b>10 FOR DECISION - ACQUISITION OF AN OPEN SPACE AT FOUNDRY BARTON AND A SECTION OF RIVERBANK AT HENLEY WAY</b></p> <p>The Town Clerk clarified that the term 'make good' used by the developers Persimmon meant the play park is removed and the ground rotivated.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Endorse the agreement to adopt the two sites with the respective s.106 budgets</li> <li>2. Create an earmarked reserve comprising the riverbank s.106 budget to maintain the riverbank in future</li> </ol> <p>Proposed Cllr Hooton, seconded Cllr Usher, agreed unanimously.</p>	
2014/13/EAC	<p><b>11 FOR DECISION – SUPPORT FOR FROME FESTIVAL</b></p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Agree to a 2 year funding agreement with the Festival in 2014 and 2015 and partnership working to secure new commercial sponsors and other external funding</li> <li>2. Confirm that the Council will provide £10k in grant aid to the Frome Festival in 2014/15 and 2015/16</li> </ol> <p>Proposed Cllr Hooton, seconded Cllr Usher, agreed unanimously.</p>	
2014/14/EAC	<p><b>12 DATE OF NEXT MEETING</b></p> <p>The next meeting will be at 7pm on Wednesday 30 April, Saxonvale Centre.</p>	
The Chair closed the meeting at 9.17pm		