

FROME TOWN COUNCIL

making Frome a better place

FROME TOWN COUNCIL MEETING

Wednesday 24 July, 7pm

Frome Medical Practice, Enos Way, Frome. BA11 2FH

Members of Frome Town Council are:

Dave Anderson; Eve Berry; Carole Bullen; Graham Burgess; Adrian Dobinson; Toby Eliot; James Godman; 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. Short talks from:
 - Tracy Aarons, MDC Corporate Manager, Built Environment. Tracy will give a presentation on Mendip Health and Wellbeing Board
 - Presentation of Apprenticeship certificate to Jamie Thomas
3. Apologies for absence, declaration of members' interests and minutes from the last meeting on 22 May 2013 and the most recent committee meetings
4. A quick update on previous actions and a look at what is coming up
5. Leader's Update including progress on working with MDC
6. To agree the Annual Report 2012/13
7. Pausing the Palmer Street project and investigating the Frome Hub
8. Reviewing some chapters of the constitution
9. Filling the vacancy on the Internal Affairs Committee
10. Results from MDC Local Legacy Fund applications and next steps for unfunded projects
11. To request exemption from financial regulations to appointment Landscape Architecture Services
12. The next meeting will be at 7pm on Wednesday 18 September at Frome Medical Practice

Yours sincerely



Paul Wynne, Town Clerk
Frome Town Council, 5 Palmer Street, Frome. BA11 1DS
17 July 2013

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AGENDA

1. Questions, comments and information from the public and county and district Cllrs
2. Short talks from:
 - a. Tracy Aarons – MDC Corporate Manager, Built Environment. Tracy will give a presentation on Mendip Health and Wellbeing Board
 - b. Presentation of Apprenticeship certificate to Jamie Thomas
3.
 - 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 22 May 2013

Draft Minutes of an Annual Frome Town Council meeting

Wednesday 22 May 2013 at 7pm

Frome Assembly Rooms, Christchurch Street West, Frome

Present:

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

In attendance:

Police Inspector Mark Nicholson, Cllr Adam Boyden, Cllr Sam Phripp, Claire Wilson (Somerset Standard), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Jane Llewellyn (Planning & Development Officer), Sarah Hobbs (Community Projects Officer), Simon Woollen (Grounds & Properties Manager), Laura Poulton (Administration Officer)

Approx. 50 members of the public

Minute Ref	Agenda Item	Action
2013/34/FC	<p>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC AND COUNTY AND DISTRICT CLLRS</p> <p>Cllr Sprawson - White reminded Cllrs and the public that MDC were holding a cabinet session on 29 May, 7pm at the Cheese & Grain</p> <p>Cllr Helen Starkie arrived at 7.18pm.</p> <p>a. Police Inspector Mark Nicholson</p> <p>Police Inspector Mark Nicholson introduced himself as the sector inspector for Mendip. He noted that within East Somerset in the last financial year, there was a reduction in crime by 38.2% which is equal to 12,000. In Frome this meant there were 485 less crimes committed. He explained that this was achieved through promotion of crime reduction messages, offender management, better</p>	

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	<p>detection of crimes being committed and the appointment of the Police Crime Commissioner. Police Inspector Nicholson also explained that working with partnerships such as Community Speedwatch had made a significant difference. For example the Community Speedwatch had assisted in 13,000 prosecutions since last April.</p> <p>Rachel Clarke had been appointed Sergeant and would be setting up a Street Watch soon which involves residents patrolling the streets where they live. As of June 2013 Chief Superintendent Nikki Watson will be the Police Commander for the Somerset Basic Commander Unit meaning she will be in charge of the Mendip District.</p> <p>CLlr White asked why there seemed to be a reluctance to prosecute for fly tipping. Police Inspector Nicholson explained this was the responsibility of MDC however the police do assist them with this issue.</p> <p>CLlr Eliot asked how Police Inspector Nicholson would feel about PCSO's having the power to issue on the spot fines for those who let their dogs foul and not clear up after them. He said that he would be very happy for the PCSO's to have this power and would need to speak with MDC about its possibility.</p> <p>b. Presentation of funds raised for the Mayor's charities CLlr White left the room at 7.33pm</p> <p>CLlr Goldfinger took the opportunity to thank all that had supported her during her year in office. She made special thanks to the Deputy Mayor CLlr Starkie and to former Mayor CLlr White. She also thanked the two Mayor's secretaries, Lyndsey Haines and Laura Poulton and presented them with a gift.</p> <p>CLlr Goldfinger had raised money throughout her year as Mayor and presented Kelly Hall, representative of PAC, Ann Taylor, representative of Frome Gateway Club and John Roffey, representative of Active & In Touch with a cheque for their charity.</p> <p>CLlr White returned at 7.36pm</p>	
2013/35/FC	<p>2 a. ELECTION OF THE TOWN MAYOR CLlr Goldfinger formally opened the meeting at 7.40pm.</p> <p>The election of the Town Mayor and Chairman of the Council was taken. CLlr Dickon Moore was proposed by CLlr Usher, seconded by CLlr Eliot and elected to the post of Town Mayor by majority.</p>	

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	<p>Cllr Moore signed the Mayor's Declaration of Acceptance of Office, subsequently witnessed by Paul Wynne as the Proper Officer of the Council, and received the Mayoral Chain of Office from Cllr Goldfinger.</p> <p>Cllr Moore took the chair and thanked Cllr Goldfinger and presented her with flowers and the past Mayor badge.</p> <p>Cllr Moore noted his great fondness for Frome with its emphasis on health and wellbeing, education and culture. Cllr Moore announced his chosen charities as Friends of the River Frome, Open Storytellers and Frome Recreation Open Ground Supports (FROGS)</p> <p>b. ELECTION OF THE DEPUTY TOWN MAYOR Cllr Tricia Golinski was proposed by Cllr Anderson, seconded by Cllr Starkie and elected to the post of Deputy Town Mayor by majority.</p> <p>Cllr Moore presented Cllr Golinski with the Deputy Mayoral Chain of Office.</p> <p>c. APPOINTMENT OF THE MAYOR FOR YOUNG PEOPLE It was announced that Cara Honey had been elected as Mayor for Young People by the young people in the town.</p> <p>d. APPOINTMENT OF THE DEPUTY MAYOR FOR YOUNG PEOPLE It was announced that Alex Shingler had been elected as Deputy Mayor for Young People by the young people in the town.</p> <p>Cara addressed the Council and thanked them for the unique opportunity and looked forward to involving the youth of Frome in decision making in the town.</p>	
2013/36/FC	<p>3 a. APOLOGIES Apologies of absence were received from Cllrs Dobinson and Macfadyen.</p> <p>b. DECLARATION OF INTERESTS A declaration was received from Cllrs Bullen, Hooton, Hudson and Sprawson - White who have seats on MDC that their view on any items on this agenda as an FTC member were not necessarily those as their roles as an MDC Cllr.</p> <p>c. MINUTES The minutes of the Extraordinary Frome Town Council meeting held on 10 April 2013 were approved as a true record of the meeting and signed by the Chair.</p>	

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	<p>d. FOR INFORMATION - MINUTES OF THE LAST IAC MEETING The minutes were noted by Cllrs.</p> <p>e. FOR INFORMATION - MINUTES OF THE LAST EAC MEETING The minutes were noted by Cllrs.</p>	
2013/37/FC	<p>4 REVIEW OF PREVIOUS ACTIONS AND WHAT IS COMING UP NEXT TIME Cllr Golinski proposed an action to negotiate with the bus company to re direct the bus route via the new Medical Practice.</p>	KC
2013/38/FC	<p>5 FOR DECISION - REVIEW OF THE COUNCIL'S INTRODUCTION TO ITS CONSTITUTION AND ITS STANDING ORDERS The recommendations were:</p> <ul style="list-style-type: none"> a. To review the proposed revised Introduction to the Constitution b. To consider any further amendments c. To re-adopt the Introduction d. To review the proposed revision to Standing Orders e. To consider any further amendments f. To re-adopt the Standing Orders <p>Proposed Cllr Hooton, seconded Cllr Usher, agreed unanimously.</p>	PWy
2013/39/FC	<p>6 FOR DECISION – APPOINTMENT OF COMMITTEES AND LEADER OF THE COUNCIL</p> <ul style="list-style-type: none"> a. Cllr Usher read out a proposed list of members for each committee. <p>Cllr Berry asked to be taken off the Internal Affairs Committee list and the Planning Sub Committee list. Cllr Hooton proposed Cllr Sprawson - White fills the vacancy on the Planning Sub Committee.</p> <p>Internal Affairs Committee Cllr. Toby Eliot Cllr. James Godman Cllr. Pippa Goldfinger Cllr. Claire Hudson Cllr. Dickon Moore Cllr. Helen Sprawson - White Cllr. Helen Starkie Cllr. Mel Usher Vacancy</p> <p>External Affairs Committee Cllr. Dave Anderson Cllr. Eve Berry Cllr. Graham Burgess</p>	PWy

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	<p>Cllr. Adrian Dobinson Cllr. Tricia Golinski Cllr. Damon Hooton Cllr. Peter Macfadyen Cllr. Mel Usher Cllr. Nick White</p> <p>Planning Sub-Committee Cllr. Carole Bullen Cllr. Graham Burgess Cllr. Pippa Goldfinger Cllr. Tricia Golinski Cllr. Damon Hooton Cllr. Dickon Moore Cllr. Helen Sprawson - White</p> <p>Proposed Cllr Usher, seconded Cllr Hooton, agreed unanimously.</p> <p>b. Cllr Moore proposed Cllr Mel Usher as Leader of the Council.</p> <p>Seconded Cllr Hudson, agreed by majority.</p> <p>Cllr Hudson wanted it noted that an invitation to all Cllrs asking for proposals for the role of Leader of the Council had not been issued.</p>	
<p>2013/40/FC</p>	<p>7 FOR DECISION - CALENDAR OF MEETINGS 2013/14 The recommendation was for members to agree the calendar of meetings.</p> <p>Proposed Cllr Burgess, seconded Cllr Sprawson - White, agreed by majority.</p>	
<p>2013/41/FC</p>	<p>8 FOR DECISION - UPDATE FROM THE LEADER OF THE COUNCIL Cllr Usher outlined the paper to Cllrs and drew their attention to seven actions he identified as the focus for working with MDC.</p> <p>1. Land Ownership</p> <ul style="list-style-type: none"> • Transfer the ownership of The Dippy to allow the TC to work with local groups and make submissions for lottery grants (see elsewhere on agenda). • Come to an agreement with Mendip and the Agricultural Society to make The Showfield into a park to be proud of, by increasing usage, investment and the maintenance regime. <p>2. Town Centre</p> <ul style="list-style-type: none"> • Mendip to recognise the consultation completed on the Town Centre improvements and assist in implementation through the NHB. 	

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- Mendip to transfer the Boyles Cross and associated car parking to implement Phase 1 of the Market Square improvements.
- If the Asda extension is approved Mendip to ensure that any Section 106 monies are invested in the Town Centre.
- Sort out the cleansing arrangements for the town centre in the light of the poor public perception of the cleanliness of the town in the recent Market Town Report. Currently the TC is doubling up to achieve an acceptable threshold
- Rethink the car parking charges also taking into account the above report.

3. Cheese and Grain

- Achieve landlord agreement on the C and G and secure timely planning permission including land around the building and the planting of an avenue of trees to connect with the town centre.

4. Regeneration

- Encourage Mendip to actively work with us and others to find a solution to Saxonvale, both as landowners and as a planning authority. If necessary to jointly employ consultants to kick start a programme.
- Look constructively at the Westway Centre, its potential redevelopment as well as Cork Street/Market Yard Car parks.

5. Neighbourhood Plan

- Once the draft Neighbourhood Plan is ready ensure Mendip approve it quickly and apply the improved Community Infrastructure Levy Rates to the town.

6. Frome Hub

- Work with Mendip and SSC, the Police, the CAB and others to produce a Frome Hub similar to that being established in Shepton Mallet.

7. River Corridor

- Encourage Mendip to work with the TC and others to increase access, usage and beauty of the River Corridor.

ClIr Usher noted that there was a sense of urgency as some of the projects would need to come to fruition in the next couple of years if they are to be implemented.

ClIr Hooton enquired whether there was a Village Green application currently pending on the Cheese Show Field. The Town Clerk confirmed that FROGS had applied to SCC to designate the field a Village Green. If the application was successful any plans that FTC would have for the site would not be restricted by the designation.

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	<p>Cllr Godman expressed his concern that the seven actions were too much to complete and suggested focusing on Saxonvale and the Town Centre.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> a. To note The Report. b. To approve the 7 actions identified in the report. c. To delegate action to the Town Clerk and Leader to ensure that MDC understand the wishes of this Council, to open negotiations and to report back as a standing item to every council meeting on progress. d. To consider whether the 5 District Councillors on the Town Council could act in concert to influence the District Council and report back. e. To write to the local MP to raise this issue with Don Foster the Communities Minister at the DCLG <p>Cllr Usher proposed a 6th recommendation for the five district Cllrs to meet with him and the Town Clerk in order to discuss ways in which to work together</p> <p>Proposed Cllr Usher, seconded Cllr Golinski, agreed by majority.</p>	<p style="text-align: center;">PWy/MU</p> <p style="text-align: center;">PWy</p>
<p>2013/42/FC</p>	<p>9 FOR DECISION - MDC'S OFFER TO TRANSFER SOME SITES IN THE TOWN TO FTC</p> <p>The Town Clerk explained to members that The Dippy and North Parade are being offered by MDC on a free hold basis although they would be intending to charge FTC their legal costs. The costs to acquire these two sites would be a peppercorn. Badcox car park and land at Gorehedge were offered on a lease for five years with a break clause of twelve months. The rent of the Badcox site was still to be negotiated. He recommended accepting the transfer of all sites excluding Gorehedge and to delegate to the Town Clerk to agree a reasonable rent for the site at Badcox.</p> <p>Cllr Hudson requested that the land at The Dippy and North Parade has a covenant in place to ensure that the areas remain green and open spaces. She also requested that the Town Clerk keep the pressure on MDC to transfer further play spaces in Frome to FTC.</p> <p>Cllr Usher proposed to defer recommendation on the Badcox site until the Town Clerk had contacted MDC for further figures about the annual rent.</p> <p>Recommendations To instruct the Town Clerk to:</p> <ol style="list-style-type: none"> 1. Accept the freehold of The Dippy at no purchase price. 	<p style="text-align: center;">PWy</p> <p style="text-align: center;">PWy</p>

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	<p>2. Transfer £20,000 from the General Reserve to the Community Open Space maintenance budget to support initial remedial maintenance at The Dippy.</p> <p>3. Accept the freehold of land at North Parade at no purchase price.</p> <p>4. Make sure the Dippy and land at North Parade be designated as open spaces for the benefit of the community forever.</p> <p>5. To pay for MDC's internal legal fees.</p> <p>6. Not to accept the land and toilets at Gore Hedge</p> <p>7. Pursue acquisition of all other open spaces in the town belonging to MDC.</p> <p>Proposed Cllr Hooton, seconded Cllr Burgess, agreed unanimously.</p>	PWy
2013/43/FC	<p>10 FOR DECISION - BUILDING ON THE SUCCESS OF THE ANNUAL TOWN MEETING</p> <p>Cllr Hooton suggested that the Cllrs from County and District are also invited.</p> <p>Cllr Godman suggested that the meeting be streamed live for those that are unable to attend.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> a. In consultation with the Leader, the Town Clerk to organise a meeting for the public on 6 November with the format and topic to be decided upon nearer the time. b. Agree a budget of £500 c. Explore the possibility of filming the meeting. <p>Proposed Cllr Sprawson - White, seconded Cllr Goldfinger, agreed unanimously.</p>	PWy
2013/44/FC	<p>11 FOR DECISION - ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2013</p> <p>The recommendation was:</p> <p>To consider the Annual Return for year ended 31 March 2013 and instruct the Mayor to sign the following parts on behalf of Council:</p> <ul style="list-style-type: none"> • Section 1 Accounting Statements • Section 2 Annual Governance Statement <p>Proposed Cllr Hooton, seconded Cllr Eliot, agreed unanimously.</p> <p>SCC and MDC Cllr Sam Phripp was asked to address the Council. He introduced himself as a new county Cllr and was keen to work alongside FTC for the benefit of Frome.</p>	

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2013/45/FC	12 DATE OF NEXT MEETING The next meeting will be at 7pm on Wednesday 24 July 2013 at Frome Medical Practice	
The Chair closed the meeting at 8.51pm		

d. To receive for information the minutes of the last Internal Affairs Committee meeting

<p>Draft Minutes of a meeting of the Internal Affairs Committee</p> <p>Tuesday 11 June 2013 at 7pm Rossetti House, Welshmill Lane, Frome</p> <p>Present: Councillors: Toby Eliot; Pippa Goldfinger; Claire Hudson; Dickon Moore; Helen Sprawson-White. Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)</p> <p>In attendance: Cllr Damon Hooton, Cllr Peter Macfadyen, Caroline Wood (Somerset Standard) Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer), Karen Clements (Town Centre Manager), Laura Poulton (Administration Officer),</p> <p>4 members of the public</p>

Minute Ref	Agenda Item	Action
2013/37/IAC	<p>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC Cllr Eliot welcomed Cara Honey (Mayor for Young People) and Alex Shingler (Deputy Mayor for Young People) who were attending their first official FTC meeting in their new roles.</p> <p>Cllr Hooton informed Cllrs that the amended Steiner School travel plan had been sent out for consultation and an MDC Planning Board meeting will be held on 3 July.</p> <p>Cllr Hooton also noted that he had been contacted by Berry's, the local coach company, who were keen to publicise the launch of a seven day a week service to London.</p>	KC
2013/38/IAC	<p>2 ELECTION OF THE CHAIR AND DEPUTY CHAIR Cllr Eliot opened the meeting at 7.15pm.</p> <p>Cllr Moore proposed Cllr Eliot as Chair, seconded Cllr Hudson, agreed unanimously.</p> <p>Cllr Eliot proposed Cllr Goldfinger as Deputy Chair, seconded Cllr Sprawson - White, agreed unanimously.</p>	

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2013/39/IAC	<p>3 a. APOLOGIES Apologies of absence were received from Cllrs Starkie and Usher.</p>	
2013/40/IAC	<p>3 b. DECLARATION OF INTERESTS A declaration was received from Cllrs Hudson and Sprawson - White 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>Cllrs Hudson and Sprawson - White declared a personal interest in item 8. Cllr Sprawson - White declared a personal interest in item 13</p>	
2013/41/IAC	<p>3 c. MINUTES The minutes of the Internal Affairs Committee meeting held on 1 May 2013 were approved as a true record of the meeting and signed by the Chair.</p> <p>The Town Clerk confirmed that the two pictures and the historic deed had been donated free to Frome Museum.</p>	
2013/42/IAC	<p>4 REVIEW OF PREVIOUS ACTIONS AND WHAT IS COMING UP NEXT TIME The Town Clerk noted that the Grounds and Properties Manager had submitted quotes for proposed work on the Showfield to MDC for approval. The Town Clerk noted that it will remain MDC's responsibility to maintain the Showfield.</p> <p>The Responsible Finance Officer noted that the s106 money for Tickleberry Alley had been received. She and the Community Projects Officer will be meeting to discuss the next areas s106 money could be used to benefit.</p> <p>The Town Clerk explained that no further response from Adam Savery with regard to the Market Yard Car Park had been received. The Responsible Finance Officer had been reviewing the figures previously sent and noted there are still significant gaps specifically with regard to staff overheads and fines. Cllr Hudson suggested submitting a Freedom of Information request and also offered to approach Adam Savery as a District Councillor. Cllrs agreed that Cllr Hudson should email Adam Savery requesting an explanation of the figures as well as for other MDC owned car parks in Frome and request an answer within 28 days.</p> <p>It was noted that the demolition of the old factory at Garsdale had been delayed mainly due to the necessity of removing two electricity meters; that no business rates had been paid so far and</p>	Cllr Hudson

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	the latest estimate for demolition was July 2013.	
2013/43/IAC	<p>5 FOR DECISION - POSSIBLE USES OF A GRANT FROM MDC FOR £117,027</p> <p>Cllr Eliot clarified that the grant from MDC is to partially compensate for the 15% increase Frome residents paid in Council Tax. He also explained that the grant received this year may not be received in the future.</p> <p>A member of the public, David Taylor, was invited to speak. He suggested that if there were to be no constraints on how to spend the grant that FTC should explore how to assist those residents who are struggling financially. Cllr Macfadyen, as a member of the Poverty working party, was keen to explore this option further.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note that FTC has received a grant of £117,027 from MDC related to the changes in Council Tax Benefits. 2. Note that all other town councils in Mendip District adopted the same low risk approach as FTC when setting their budget and precept amount by deciding to consider what to do with the grant if the grant was received. 3. Hold the grant in general reserve until a decision about how to use it has been made. 4. Take advice over whether it is legal to offer a refund to each household in the town. 5. Return to IAC in August with further recommendations on whether to (a) devise a refund scheme to offer households in the town, or (b) reduce the precept demand next year by £117,027 based on the certainty that it is in reserves, or (c) devise projects and plan to spend the grant this year. <p>Proposed Cllr Eliot, seconded Cllr Sprawson - White, agreed unanimously.</p> <p>Cllr Moore left the meeting at 7.40pm</p>	PWy
2013/44/IAC	<p>6 FOR DECISION - ETHICAL DECISION MAKING WORKING PARTY FINDINGS</p> <p>Cllr Eliot explained that the working party had initially looked into ethical decision making and that the matrix in the paper was the recommended approach.</p> <p>Cllr Hudson suggested that all Council staff are made aware of an ethos around ethical decision making. Cllr Sprawson - White also suggested that when new staff are employed they be informed of the Council ethos.</p>	

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	<p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Adopt the matrix with immediate effect 2. Apply the matrix to FTC bank accounts, investments, credit cards within three months and return to IAC in October with recommendations. 3. Review FTC's grant application form using the matrix as a guide and refine it if need be in time for the final round this year. This will help us to encourage local organisations to take an ethical approach. 4. Include an ethical commentary in the Annual Report for 2013/14. 5. Investigate how to promote other ethically based organisations. 6. Review of the matrix to IAC in October. <p>Proposed Cllr Goldfinger, seconded Cllr Hudson, agreed unanimously.</p>	PWy
2013/45/IAC	<p>7 FOR INFORMATION - WEBSITE UPDATE</p> <p>Cllrs agreed that the new website should be interesting, aesthetically pleasing and make information easy to find.</p> <p>A member of the public, Matt Sims, was invited to speak. He recommended that FTC do not advertise community websites as this could make the homepage cluttered and not user friendly.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Endorse the approach taken by the internal website group 2. Approach Boson and other website developers with finalised briefs for the new website development 3. Adopt the frometowncouncil.gov.uk website address <p>Proposed Cllr Eliot, seconded Cllr Goldfinger, agreed unanimously.</p>	KC
2013/46/IAC	<p>8 FOR DECISION - CHRISTMAS EXTRAVAGANZA 2013</p> <p>The Town Centre Manager noted that Sunrise were delivering the Christmas Extravaganza in 2013.</p> <p>The Town Clerk noted the Chamber of Commerce Chairman had expressed concern, on behalf of Frome traders, of the proposal to hold the Extravaganza on a Saturday as they felt this would affect their trade negatively.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Agree a service agreement with Sunrise Festivals to organise the Christmas Extravaganza for 2013, including sourcing additional external funding as necessary 	

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	<p>2. Frome FM to be involved in the event via liaison with Sunrise Festivals</p> <p>3. The Town Centre Manager acts as a contact point for Sunrise Festivals to provide information and receive planning and financial reports</p> <p>4. This will be a one year trial to be reviewed in early 2014</p> <p>Proposed Cllr Goldfinger, seconded Cllr Eliot, agreed unanimously.</p>	KC
2013/47/IAC	<p>9 FOR DECISION - UPDATE ON KEEP FROME CLEAN</p> <p>The Town Centre Manager confirmed that Police Inspector Mark Nicholson was open to the idea of the PCSO's having the power to issue fixed penalty notices to anyone who did not clean up after their dog.</p> <p>Cllr Sprawson - White noted she had been speaking to the Enforcement officer at MDC who confirmed that if FTC were able to report to them the hotspots for dog fouling then they would be able to send enforcement officers specifically to those areas.</p> <p>Cllr Hudson enquired as to whether it would be possible to have poo bags available to take at bins to encourage dog owners to use them and have a map of where the bins are on the website. The Town Centre Manager noted that this is an option she is exploring with the Dog Warden at MDC.</p> <p>Cllr Macfadyen noted that it would be good idea to report on the FTC website a schedule of when street cleaning is meant to be carried out for their information.</p> <p>David Taylor was invited to speak. He suggested that PCSO's should carry poo bags to hand out dog walkers giving them the opportunity to talk to dog owners and perhaps educate them about the importance of picking up after their dog. He also enquired whether horses were allowed to roam on places like The Dippy. It was believed that they were not.</p> <p>The Mayor for Young People, Cara Honey, raised a concern that at times horses on the Showfield are not always tethered and this could be dangerous as many school children use the Showfield as a route to and from School.</p> <p>The recommendation was to note the progress to date and endorse the next steps in the campaign.</p> <p>Proposed Cllr Eliot, seconded Cllr Sprawson - White, agreed unanimously.</p>	<p>KC</p> <p>KC</p> <p>KC</p> <p>KC</p> <p>KC</p>

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2013/48/IAC	<p>10 FOR DECISION - FROME PARTICIPATION WEEK The Mayor for Young People asked for the Frome Participation Week to have events that were accessible to young people in the town.</p> <p>The recommendation was for Cllrs to endorse a series of lively and engaging participatory events across the town in the same week under the banner of 'Participation Week'.</p> <p>Proposed Cllr Eliot, seconded Cllr Hudson, agreed unanimously.</p>	<p style="text-align: center;">SH</p> <p style="text-align: center;">SH</p>
2013/49/IAC	<p>11 FOR DECISION - INVESTMENT BANKS The recommendation was that, on maturity, future investments be delegated to the RFO in consultation with the Chair of IAC to invest and to spread the Town Council's reserves over three or more banks/building societies offering ethical and competitive investments in line with the Ethical Decision making matrix discussed at the meeting and Financial Regulations.</p> <p>Proposed Cllr Eliot, seconded Cllr Sprawson - White, agreed unanimously.</p>	<p style="text-align: center;">JW</p>
2013/50/IAC	<p>12 FOR INFORMATION - FINANCIAL UPDATE AND FORECAST Cllrs received for information:</p> <ol style="list-style-type: none"> a. Payments made (over £500 in value) since last meeting. b. A breakdown of Income and Expenditure as at 30 April 2013 c. Balance sheet and reserves as at 30 April 2013 <p>Cllrs agreed that they found it very useful to have a narrative for explanation of the three financial appendices.</p> <p>The Mayor for Young People queried how much funding there was for youth projects. The Responsible Finance Officer agreed to email a detailed breakdown of how much funding there was and what had been spent.</p>	<p style="text-align: center;">JW</p>
2013/51/IAC	<p>13 FOR DECISION - ADOPTION OF SHOWFIELD CONSULTATION REPORT It was recommended that FTC adopted the Showfield Consultation report.</p> <p>Proposed Cllr Eliot, seconded Cllr Hudson, agreed unanimously.</p>	<p style="text-align: center;">PW_y</p>

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2013/52/IAC	14 DATE OF NEXT MEETING Tuesday 6 Aug 2013, 7pm at the Saxonvale Centre Cllr Goldfinger sent her apologies in advance of the next meeting.	
The Chair closed the meeting at 8.25pm		

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- e. To receive for information the minutes of the last External Affairs Committee meeting.

Draft Minutes of a meeting of the External Affairs Committee

Wednesday 26 June at 7pm
Frome Medical Practice, Enos Way, Frome

Present:

Councillors: Dave Anderson; Graham Burgess; Adrian Dobinson; Tricia Golinski; Peter Macfadyen; Mel Usher; Nick White.

Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

In attendance:

Gill Bawler (Mendip Family Focus Programme Manager), Geoff Pell (Missing Link), Claire Wilson (Somerset Standard), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Jane Llewellyn (Planning & Development Officer), Laura Poulton (Administration Officer)

Approx. 10 members of the public

Minute Ref	Agenda Item	Action
2013/41/EAC	1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC None was received	
2013/42/EAC	<p>2 SHORT TALKS FROM:</p> <p>a. Gill Bawler, Mendip Family Focus Programme Manager Gill explained that 870 families have been identified as suitable for the programme.</p> <p>In Mendip, Family Focus has been launched in three phases. The first was in Street, Glastonbury and Wells. The next phase will start in September and will cover Frome where 80 families have been identified.</p> <p>The programme supports families for up to 12 months and one family advocate will work closely with one family to help with everything from ensuring children attend school to budgeting their income.</p> <p>Gill explained that:</p> <ul style="list-style-type: none"> • The ultimate goal will be to make the programme sustainable. • Success is generally measured against the original criteria for example improved school attendance • It was difficult to provide actual figures. However they employ an exit strategy for each family to ensure success after the 	

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	<p>programme.</p> <ul style="list-style-type: none"> Part of the programme will be looking into how it would be possible to re-design some of the services to make them more efficient as well as inseminating some of the learning into the established agencies and services. <p>ClIr Usher informed Gill of FTC's work around the issue of poverty and there is now a possibility of having a centre in Frome specifically to help those affected by poverty, he asked Gill if this would be helpful to the programme. Gill was very keen for Family Focus to be a part of a centre in Frome.</p> <p>b. Geoff Pell, The Missing Link Geoff introduced the background work that The Missing Link project has been doing to establish a walking and cycling route through the town. To connect the route they have had to liaise with different land owners; MDC, Gracewell, Renaissance Land, Network Rail, FTC and a private land owner.</p> <p>He noted that a big issue for progress was the planning conditions set out by MDC and the legal delays.</p>	
2013/43/EAC	<p>3 ELECTION OF THE CHAIR AND DEPUTY CHAIR ClIr Macfadyen opened the meeting at 8.02pm.</p> <p>ClIr Golinski proposed ClIr Macfadyen as Chair, seconded by ClIr White, agreed unanimously.</p> <p>ClIr Usher proposed ClIr White as Deputy Chair, seconded by ClIr Burgess, agreed unanimously.</p>	
2013/44/EAC	<p>4 a. APOLOGIES Apologies of absence were received from ClIrs Berry and Hooton.</p>	
2013/45/EAC	<p>4 b. DECLARATION OF INTERESTS A declaration was received from ClIr Dobinson 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 ClIr.</p> <p>ClIr Macfadyen declared a personal interest in item 8.</p>	
2013/46/EAC	<p>4 c. MINUTES The minutes of the External Affairs Committee meeting held on 15 May 2013 were approved as a true record of the meeting and signed by the Chair.</p>	

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<p>2013/47/EAC</p>	<p>5 REVIEW OF PREVIOUS ACTIONS AND WHAT IS COMING UP NEXT TIME</p> <p>Cllr Golinski queried why the town centre remodelling project was still an outstanding action. The Town Clerk explained that FTC was still trying to source the funding.</p>	
<p>2013/48/EAC</p>	<p>6 FOR DECISION – TO APPROVE THE NEXT STEPS IN THE NEIGHBOURHOOD PLAN</p> <p>The Neighbourhood Plan will be a statutory guide to development in Frome until 2028. Frome will be a front-runner for putting a plan in place as only one other town in the country has completed and adopted their plan to date.</p> <p>The plan focuses on these six main themes:</p> <ul style="list-style-type: none"> • Improving Frome Town Centre • Employment & Enterprise - ensuring there is space for them to operate and enable small businesses to start and grow. • Housing including the option for self-build sites to encourage affordable housing. • Transport & Movement • Open Space • Design <p>The EDRM informed Cllrs and the public that the aim for the public consultation of the plan to begin is 2 September 2013 which will last for six weeks.</p> <p>Cllr Usher noted that the consultation needs to be in the simplest language as possible and advertised in the most creative way to ensure wide participation.</p> <p>The recommendation was for Cllrs to agree to consult the public on the draft Neighbourhood Plan.</p> <p>Proposed Cllr Anderson, seconded Cllr Golinski, agreed unanimously.</p>	<p>PWh</p>
<p>2013/49/EAC</p>	<p>7 FOR DECISION - THE DIPPY AS AN OPEN SPACE IN THE TOWN</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note progress on The Dippy to date 2. Endorse the next steps to support local people maintain the site and work with the reformed group that will evolve from the Mount Community Association. <p>Proposed Cllr Golinski, seconded Cllr White, agreed unanimously.</p>	<p>SH</p>

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<p>2013/50/EAC</p>	<p>8 FOR DECISION – SUPPORT FOR FROME CARNIVAL</p> <p>The Economic Development and Regeneration Manager explained to Cllrs that the intention is to create a partnership with Frome Carnival.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Endorse a contribution to Frome Carnival of £2,000 in 2013/14 from the Town Events budget. This amount to bring street performances and music acts to the Carnival (which are not part of the judged entries) and to run workshops at Frome Community College to encourage students to become involved 2. Endorse a review of the impact of this contribution with a view to entering into a longer term service agreement 3. Work with the Carnival to help achieve a financially sound footing <p>Proposed Cllr Burgess, seconded Cllr White, agreed unanimously.</p> <p>Cllr Dobinson left at 8.45pm</p>	<p>PWh</p>
<p>2013/51/EAC</p>	<p>9 FOR DECISION - COUNCIL'S SUPPORT FOR THE FINANCIAL TRANSACTION TAX (THE "ROBIN HOOD TAX")</p> <p>Cllr Macfadyen explained to Cllrs that the Financial Transaction Tax or "Robin Hood Tax" was a small percentage on gains, shares and bonds derivatives.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. This council calls upon Government to enact the FTT and use the revenues from this measure to reverse on-going shrinkage in central grants to local councils. 2. This Council write to Mendip District Council and Somerset County Council asking them to note our support for the FTT and for they, in turn, to register their support with national government. <p>Proposed Cllr Usher, seconded Cllr Burgess, agreed unanimously.</p>	<p>PWy</p>
<p>2013/52/EAC</p>	<p>10 FOR INFORMATION - PROGRESS OF THE WALKING AND CYCLING WORKING GROUP</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note the progress made to date 2. Endorse the next steps of the working group: <ol style="list-style-type: none"> a. To communicate with Frome schools and the SCC Cycling Officer about involvement in this work b. To digitise the data on Veryan Conn's hand-drawn map of walking routes across Frome to bring to the next meeting c. To collate the other known information on walking and 	

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	<p>cycling routes onto the same map to bring to the next meeting</p> <p>d. To consider how to fill important gaps in access routes throughout the town to list and prioritise at the next meeting</p> <p>e. To set up the next meeting in six weeks' time</p> <p>Proposed Cllr White, seconded Cllr Anderson, agreed unanimously.</p>	SH
<p>2013/53/EAC</p>	<p>11 FOR DECISION - TO SUPPORT THE ESTABLISHMENT OF BWCE AND FROME ENERGY HUB</p> <p>Cllr Golinski asked how the BWCE and Converging World are working together. The Economic Development and Regeneration Manager explained that Converging World will identify renewable energy opportunities and BWCE will look into their potential as investments and act as the negotiators.</p> <p>Cllr Usher requested that the EDRM asks the Frome Energy Hub to be radical in the options they investigate. For example looking at putting voltaic cells in car parking spaces at the Frome Medical Practice to generate energy.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Endorse the instruction to BWCE to set up a new Benefit Society with responsibility for identifying and investing in renewable energy installations 2. Endorse work by The Converging World to prepare a report on potential renewable energy resources and establish an online Energy Hub at a cost of £2,500 <p>Proposed Cllr White, seconded Cllr Golinski, agreed unanimously.</p>	PWh
<p>2013/54/EAC</p>	<p>12 FOR DECISION – SUPPORT FOR INVOLVEMENT IN PROPOSED ‘HEART OF WESSEX’ LOCAL ACTION GROUP</p> <p>A member of the public, Neil Howlett, was invited to speak. He noted that it was very important to forge links with Wiltshire and Dorset. He also expressed the Chamber of Commerce's support for the Heart of Wessex LAG.</p> <p>Cllr Usher took the opportunity to publically thank Neil Howlett for the work he has done for Frome during his time as President of the Chamber of Commerce.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Support the application for transitional funding for the Heart of Wessex LAG 2. That authority is delegated to the Economic Development & 	PWh

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	<p>Regeneration Manager in consultation with the Chair of External Affairs, to negotiate a contribution towards the core costs of the LAG in 2014 up to a maximum of £2,000. Given these costs are likely to be based on research and consultation is its proposed to allocate them to the Economic and Community Research budget</p> <p>Proposed Cllr Burgess, seconded Cllr Anderson, agreed unanimously.</p>	
2013/55/EAC	<p>13 DATE OF NEXT MEETING The next meeting will be at 7pm on Wednesday 4 September at Frome Library</p>	
2013/56/EAC	<p>14 Because the following two items were commercially sensitive, the public and press were asked to leave</p>	
	<p>The Committee agreed that in view of the nature of these confidential items it was useful and appropriate for Cara Honey, Mayor for Young People and Alex Shingler, Deputy Mayor for Young People to remain in the room and contribute to the discussion.</p>	
2013/57/EAC	<p>15 a. CONFIDENTIAL ITEM - POSSIBLE LAND ACQUISITION Cllrs agreed to utilise S106 money to purchase the proposed piece of land.</p> <p>Proposed Cllr Usher, seconded Cllr Anderson, agreed unanimously.</p>	PWy/JW
2013/58/EAC	<p>15 b. CONFIDENTIAL ITEM - POSSIBLE LAND ACQUISITION Cllrs agreed that the proposed piece of land at Birchill Lane adjacent to the allotment site was not suitable for acquisition at this time and would prefer to explore other options within Frome.</p>	
2013/59/EAC	<p>16 CONFIDENTIAL ITEM – DISCUSSION ON THE PEOPLE'S GRANT Cllrs agreed for the Town Clerk to inform the only applicant for the People's Grant, PAC, of the decision to award them £5k.</p> <p>Cllrs also agreed to keep the remaining balance of £5k and to utilise it following a review of the scheme.</p> <p>Proposed Cllr Usher, seconded Cllr Burgess, agreed unanimously.</p>	PWy SH
2013/60/EAC	<p>17 RETURN TO PUBLIC SESSION The Chair closed the meeting at 10.02pm</p>	

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4. 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
Mendip Economic Development Strategy	2013/10	FC	30/01/2013	Peter Wheelhouse	A verbal update will be given by the Economic Development and Regeneration Manager	24/07/2013
Amended Travel Plan for the Steiner School	2013/19	FC	20/02/2013	Jane Lewellyn	MDC approved planning application	
To receive proposals to fill the vacancy on the Internal Affairs Committee		FC		Paul Wynne	On agenda	24/07/2013
Present Jamie Thomas with his apprenticeship certificate		FC		Simon Woollen	On agenda	24/07/2013
Update on NHB		FC		Paul Wynne	On agenda	24/07/2013
Annual Report		FC		Paul Wynne	On agenda	24/07/2013
Review of Constitution and Standing Orders	2013/38/FC	FC	22/05/2013	Paul Wynne	On agenda	24/07/2013
Write to the local MP and Don Foster the Communities Minister at the DCLG to raise the issue of lack of progress from MDC	2013/41/FC	FC	22/05/2013	Paul Wynne/Cllr Usher	Outstanding	tbc
Meeting between Town and District Cllrs to discuss how best to work together	2013/41/FC	FC	22/05/2013	Paul Wynne	Still trying to arrange	tbc
Set up a public town meeting on 6 Nov 2013 as part of Participation Week	2013/43/FC	FC	22/05/2013	Paul Wynne	On schedule	06/11/2013
Precept Demand and agree Budget		FC		Jackie Wheeler		08/01/2014
Sign off Work Programme		FC		Jackie Wheeler		08/01/2014

Key

- overdue
- on going (on schedule)
- behind schedule
- Action required
- Upcoming item
- Presentations Planned

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5. For Information - An Update from Cllr Usher, Leader of the Council

Author: Cllr Mel Usher, Leader of the Council

Significant Meetings

23 May - Went with the Town Clerk to Ilfracombe to see how they are running their neighbourhood budget. Many similarities to what has happened in Frome except they have worked out the total annual public sector spend in the town and are now looking for areas of overlap and co-operation. The local NHS, Police, District and County are all heavily involved.

24 May - Met with Stuart Brown and Cllrs Tom Killen and Richard Pinnock with Town Clerk to discuss the proposed "Frome Forum" (now called One Frome) and agreed a protocol, modus operandi and budget.

7 July - Met Bede McGowan new editor of Somerset Standard.

26 July - Met with Frontier Estates over Saxonvale. An unproductive meeting as their representative declined to give any details or show us any plans. We await a planning application but not with bated breath.

At the last Council meeting we agreed a set of priorities with which we could work with Mendip. Little progress has been made and we are still trying to fix a meeting to discuss how to take this forward.

Progress has been made on:

- The section 106 meeting with Asda has taken place and another is scheduled
- The C&G has achieved planning permission and landlord's consent for the improvement works
- Progress has been made on 'One Frome' although primarily by unilateral action by the Town Clerk
- £20k has been allocated to the River Frome project from the New Homes Bonus Local Legacy Fund

The most significant issues outstanding are:

- Saxonvale. The Town Clerk and EDRM met with the CEO and Deputy Leader and proposed to work together as landowners over Saxonvale. We now have a response from the CEO saying that MDC "has agreed to identify an additional external resource to consider and advise on the Council's position in respect of Saxonvale... and MDC will make initial contact with agencies...best placed to do this work"
- MDC has agreed to transfer the Dippy and we are still waiting for MDC to instruct their solicitors to transfer it
- The new cleansing arrangements have started but it is too early to tell whether standards have improved. I haven't noticed any difference in standards, which is worrying

I will give a further more detailed description on all outstanding matters at the next meeting when further progress may have been made.

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At the last council meeting it was also agreed that the five twin hatted councillors meet with the Town Clerk and myself to discuss where we can influence Mendip. Two doodle requests were sent out in late May and early June for a meeting in June but only three MDC Cllrs responded and there was no date in June when more than one could meet me. I will keep trying to arrange a date.

6. For Decision - Annual Report 2012/13

Author: Town Clerk

The Annual Report has, in previous years, been produced as a simple word processed document. It contains a summary of the previous year from the perspectives of the Mayor, the Leader and the Chairs of Internal and External Affairs Committees. In addition, it includes Cllrs contact details, attendance at meetings, the annual end of year budget summary and the list of grants awarded to community groups.

As a result, it provides a useful reference document for members of the community, a good record of the year for historical purposes and does represent good practice in the sector.

The draft Annual Report for 2012/13 is at appendix 1 and it is recommended that this is approved for publication on our website.

However, a densely typed on-line only document that has not been designed is never going to reach the community in any great depth.

As a result I propose to produce a designed summary document and to promote this via the media. It would be designed in a way that can be easily accessed on line but also easily printable for those who require it. This would be done in house by Laura Poulton who has recently completed a document design training course.

Recommendation

1. Adopt the draft Annual Report for 2012/13
2. Produce a designed summary annual report for wider distribution.

7. For Information – Palmer Street project and Frome Hub update

Author: Town Clerk

This paper informs Council that the project to restore the Palmer Street offices has been put on hold because we have received an offer from Somerset County Council to move to the library building. I am in discussion with SCC and will give a verbal update at the meeting. I propose to come back to a future meeting with some firm proposals for discussion.

Discussion

The move would be part of a joint public sector initiative to create a Frome Hub in the library where all tiers of Government as well as other public sector services such as the Registry Office and perhaps the voluntary sector organisations too will be available to the public under one roof.

The opportunity for FTC to be a key player in the development of the Hub and contribute to a much better service to the public is a long standing FTC policy. So, following the offer from SCC, I decided to

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explore it further to see whether it is a realistic option before going to the next stage with the Palmer Street project. Indeed, if the Frome Hub is realistic and financially viable, and Council agrees to be part of it, the Palmer Street project may well be cancelled.

The Palmer Street project is at a good stage to be put on hold because all the necessary permissions and design work has been finished and we were about to go out to tender. Therefore, it can be started again at any time in the future. Obviously, if there is a long delay the costings will need to be reviewed.

Recommendations

1. Note that the Palmer Street project has been put on hold
2. Investigate the possibility of working with other public sector service providers to create a Frome Hub in the library building
3. Bring back to a future meeting firm proposals over the Frome Hub

8. Reviewing chapters of the constitution

Author: Town Clerk

It is good practice to review the Constitution on a regular basis. It was last reviewed as a whole by Council in December 2011. At the Council meeting on 22 May, minor changes to Standing Orders were agreed. Financial Regulations are due to be reviewed in October and our Information Policy was reviewed in May.

All chapters of the Constitution are available to view on our website here: <http://www.frome-tc.gov.uk/publications-strategic-documents/>. Please contact Laura Poulton if you would like to be sent paper copies of any or all chapters.

I have reviewed the remaining chapters of the Constitution and made minor formatting changes. At present the policies are up to date and therefore I do not propose any changes. I do propose that they are reviewed again in 2014.

Recommendation

Review the Constitution in 2014

9. For Decision - Proposals to fill the vacancy on the Internal Affairs Committee

Author: Town Clerk

There is a vacancy on the Internal Affairs committee.

This item is to ask for proposals from Cllrs to fill this vacancy. If there is more than one Cllr proposed, then Council will need to vote for a preference.

Cllrs are requested to consider a suitable person to fill this vacancy and to make a proposal at the meeting. Cllrs can propose themselves and will need to be seconded.

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10. For Information – Grants awarded by MDC under its NHB Local Legacy Fund

Author: Town Clerk

Summary

This paper informs Council that two of FTC's applications to MDC Local Legacy Fund were unsuccessful. A third application for a £79k to improve access along the north side of the river from Henley Way to Welshmill Lane was granted £20k.

Discussion

Peter Wheelhouse and Sarah Hobbs put a great deal of time in making three robust and well evidenced applications and I am disappointed by MDC's decision.

The first application was for a contribution towards to remodelling of the Market Place and in particular the restoration of the car park around the Boyle Cross. We shall have to consider how to source other funding to deliver this project.

The second application was to implement the part of the River Corridor Strategy in the Market Yard. This was primarily to improve landscaping and create a low level riverside path.

Both of these projects are on MDC land and have been designed to improve these two neglected and prominent parts of the Town Centre.

The third application to create a new footpath along the riverside from the Button Bridge on Henley Way to Welshmill Lane received £20k towards the £79k cost of this project. We are exploring the possibility of using a s106 budget of £10k from the Rossetti House development to add to the £20k. We are working with Friends of the River Frome to see what can be done to deliver the project on a reduced budget.

Recommendation

1. Note the decisions by MDC
2. Endorse the approach to work with Friends of the River to deliver as much of the footpath project as possible
3. Bring further proposals to Council regarding the other two applications following feedback from MDC on their decisions

11. For Decision – Appointment of Landscape Architecture Services – request for exemption from financial regulations

Author: Economic Development & Regeneration Manager

Purpose of the report

To seek exemption from the requirement to obtain competitive quotations from landscape architects in respect of further design and technical investigation work on public realm improvements and remodelling of the town centre.

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Background

Members will be aware that in 2012, the Town Council commissioned consultants, Landscape Projects, to undertake a feasibility study to examine the potential for remodelling the public realm of the town centre of Frome. The aim was to make a more welcoming, people-friendly place, and to reinforce the economic, cultural and social vitality of the town. The results of the feasibility study were presented at the Full Council meeting on 12 December 2012.

Members authorised the Economic Development & Regeneration Manager to progress the project to the next stage including assessing the impact on alternative routes and to retain Landscape Projects to provide further specialist advice, all to be funded from existing budgets.

Since that meeting, Somerset County Council were asked to examine the effect that traffic calming measures in the Market Place and approaches to it could have on journey times and routing. Parsons Brinkerhoff, Somerset County Council's retained transport consultants have made an assessment of this. Their conclusion was that diversion of a significant amount of traffic away from the town centre is unlikely.

This provides encouragement to undertake detailed design work and project management and Landscape Projects are best suited to do this given their involvement in earlier feasibility work and have ably demonstrated their capability thus far. The work would be funded using the agreed earmarked reserve.

This is not a request to appoint Landscape Projects to deliver the whole project, just taking it to the final design stage.

Financial regulations

Financial regulations state that three quotations are required if the estimated value of a contract is between £5,000 and £60,000. In the case of the appointment of Landscape Projects, the cost of the next stage of their work is expected to be about £20,000.

We propose, therefore, to exempt their appointment from the requirement to obtain competitive quotations.

Financial regulations make provision for such an exemption:

Exemption from any of the following provisions of these Financial Regulations may be made by direction of the Council or a committee or sub-committee duly authorised in that behalf where they are satisfied that the exemption is justified. A record of any exemption made shall, be minuted at the appropriate committee meeting.

(Ch17, p22, para 5)

Recommendation

Members are requested to approve exemption from the requirement to obtain competitive quotations in terms of the appointment of Landscape Projects to manage the next stage of work on the Frome Town Centre re-modelling project.

12. The next meeting will be at 7pm on Wednesday 18 September at Frome Medical Practice