

# **FROME TOWN COUNCIL**

## ***making Frome a better place***

### **EXTERNAL AFFAIRS COMMITTEE**

**Wednesday 26 February 2014, 7pm**

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

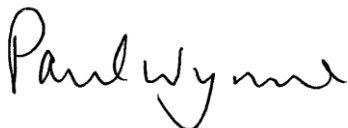
Members of the External Affairs Committee are:

Dave Anderson; Eve Berry; Graham Burgess; Adrian Dobinson; Tricia Golinski; Damon Hooton; Peter Macfadyen (Chair); 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
2. Short talks from Fair Frome including an update on the Mendip Credit Union and Warminster and District Food Bank
3. Apologies for absence, declaration of members' interests and minutes from the last meeting on 18 December 2013
4. A quick review on previous actions and what is coming up next time
5. Update on projects led by the Community Projects Officer
  - Community Grants review
  - A review of the Open Spaces Strategy
  - Walking and Cycling Routes in Frome Working Party report
  - Proposals to take forward the Frome Youth services work
  - To take forward proposals from Participate Frome
6. Proposal to take forward the Council's work on apprenticeships
7. Proposed works to Boyle Cross and the Market Place
8. Update on work to influence Mendip's parking policies so that they are fairer and better support the local economy
9. What next for Sport and Leisure facilities in Frome?
10. Acquisition of land at Foundry Barton and Henley Way
11. Proposal to support Frome Festival
12. The next meeting will be at 7pm on Wednesday 30 April, Saxonvale Centre

Yours sincerely



Paul Wynne, Town Clerk  
Frome Town Council, 5 Palmer Street, Frome, BA11 1DS  
19 February 2014

**FROME TOWN COUNCIL**  
***making Frome a better place***

**AGENDA**

- 1 Questions, comments and information from the public**
- 2 Short talks from Fair Frome including an update on the Mendip Credit Union and Warminster and District Food Bank**
- 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 18 December 2013**

# FROME TOWN COUNCIL

## *making Frome a better place*

### 4 An update on what the Council is working on at the moment

SUMMARY OF RESOLUTION	MINUTE NO.	CMTEE	MEETING DATE	RESPONSIBILITY	PROGRESS REPORT	Target Date
Renewable energy	2013/33	EAC	15/05/2013	Peter Wheelhouse	The Converging World have now completed their baseline energy assessment for Frome and the surrounding area. The details are being analysed and a full presentation on the findings will be made to the next meeting of External Affairs Committee on 30 April.	30/04/2014
Community Tree Planting Scheme		EAC		Simon Woolen	Community Orchard due to be planted before the Spring.	
Walking and Cycling Working Group	2013/52	EAC	26/06/2013	Sarah Hobbs	On agenda	26/02/2014
Heart of Wessex Local Action Group	2013/54	EAC	26/06/2013	Peter Wheelhouse	DEFRA have now confirmed that they expect changes to be made to the geographical extent of the EU LEADER programme and this presents a firm opportunity for the Heart of Wessex Local Action Group to secure funding. The next step is for a Local Development Strategy to be developed preceded by engagement of the local community in April.	26/02/2014
Rodden Meadow/ Millennium Green	2013/71	EAC	04/09/2013	Sarah Hobbs	Sarah has been working with NVB architects to draw up professional drawings of plans for Rodden Meadow/MG for 2014, alongside a plan of events to support these. We will use these to explain to the communities what our plans are for the site and encourage people to get involved.	26/02/2014
The Dippy	2013/72	EAC	04/09/2013	Sarah Hobbs	Edventure Frome have now completed their report on the consultation for The Dippy and have made recommendations for working with communities to implement the plans once we take ownership of the site.	30/04/2014
Garston Road play area	2913/73	EAC	04/09/2013	Sarah Hobbs	This has been delayed due to the placement of a water tank which was only known by MDC and FTC after the agreement was made. Due to exchange in mid March.	30/04/2014
Palmer Street resurfacing	2013/74	EAC	04/09/2013	Peter Wheelhouse	Somerset County Council have put back the start on this scheme until later this year following the receipt of a late objection to the build out element. A meeting is being arranged to help understand the reasons for this objection and with a view to getting the scheme back on track.	26/02/2014
Street Furniture	2013/69	EAC	04/09/2013	Cllr Pippa Goldfinger	Improvements to street furniture within the town centre are being incorporated within the town centre remodelling project - see report on this agenda	26/02/2014
WW1 memorial event	2013/66	EAC	04/09/2013	Laura Poulton	The work of the group is progressing, another meeting is planned for 28 February. Laura will be meeting a representative from St John's Church to discuss the restoration of the war memorial.	30/04/2014
Frome Youth Services Research	2013/70	EAC	04/09/2013	Sarah Hobbs	On agenda	26/02/2014
Leisure Centre Feasibility Study				Paul Wynne	On agenda	26/02/2014
Riverside Project (Henley Way/Welshmill Lane)	2013/98		18/12/2013	Sarah Hobbs	On agenda	26/02/2014
Heart of Wessex Community Rail Partnership	2013/83	EAC	23/10/2013	Peter Wheelhouse	Now that the immediate future of the Community Rail Partnership has been secured, attention has now turned to further improvements to the station that will improve its appeal to rail users and improved signage and pedestrian/cycling access around the station. Discussions are proceeding with Network Rail, First Great Western and the Community Rail Partnership with a view to developing some firm proposals and an update will be presented in April	30/04/2014
What recommendations from the Participate Frome report can & can't be facilitated by FTC		EAC	18/12/2013	Paul Wynne/Sarah Hobbs	On agenda	26/02/2014
Community Right to Build application by the Carley Community Development Trust		EAC	18/12/2013	Peter Wheelhouse	The application received support from the Homes & Communities Agency. Confirmation is now awaited from the Department for Communities & Local Government	30/04/2014
Staff update		EAC		Paul Wynne	Ruth Knagg and Tessa Hibbert were appointed the Community Projects Officers and start work on 24/2/14 Anna Francis was appointed as Energy & Recycling Officer and starts work on 7/4/14. We plan to recruit the Planning and Regeneration Apprentice within the next six weeks.	26/02/2014
Review of grants		EAC		Sarah Hobbs	On agenda	26/02/2014
Update on apprenticeships		EAC		Peter Wheelhouse	On agenda	26/02/2014
Review of Open Spaces strategy		EAC		Sarah Hobbs	On agenda	26/02/2014
Review of Community Toilet Scheme		EAC		Patrick Moss	Scheduled for 30/04/14	30/04/2014
Missing Link update		EAC		Sarah Hobbs	Scheduled for 30/04/14	30/04/2014

#### Key

	Overdue
	On going (on schedule)
	Action required
	Upcoming item

# FROME TOWN COUNCIL

## *making Frome a better place*

### 5 For Decision – Updates on projects led by the Community Projects Officer

Author: Community Projects Officer

I am going on maternity leave on 28 February. This leave will be covered by two excellent colleagues, Tessa Hibbert and Ruth Knagg who start on 24 February and will introduce themselves at the meeting. This paper brings Cllrs up to speed on the main projects that I have been working on and will be handing over to Tessa and Ruth. It is much more detailed than Cllrs would normally expect as I want to make sure you are clear about Tessa and Ruth's priorities in the coming months. For those of you who are short of time I suggest that you focus on the summary in each section. There is a lot of supplementary information sitting behind each of these projects in the form of reports and plans, so rather than printing out many paper copies of these unnecessarily, please don't hesitate to get in touch if you would like to see them.

#### **A. Community Grants Review**

##### *Summary*

Throughout 2014/15 we successfully awarded nearly £80,000 to groups and organisations for the benefit of Frome's communities. We have worked more closely with community groups and learnt lessons as to how the Community Grants system might be improved to reap even bigger benefits for the people of Frome. The Grants Advisory Group have reviewed and revised the system for 2014/15 (the full review can be seen at Appendix 1). The revised system will have the same budget as last year (£80,000), but this will be used slightly differently, through four routes:

##### *Revised proposals*

Grants that can be applied for by groups:

1. Project Grants £30,000 budget: comprised of small and large grants much like the current system
2. Partnership Grants £35,000 budget: similar to on-going grants of previous years, however these are decided on an annual basis and are devised to encourage greater strategic relationships between FTC and local groups

Indirect grant benefits for Frome Communities:

3. Fundraising advice contract £10,000: currently held by Greenstrand to provide advice and support to groups to make funding applications to external grant awarding bodies
4. Large project grant development £5,000: A series of sessions/workshops working closely with local groups, using external expertise, with the primary objective of supporting groups to develop larger scale, exciting projects ready for grant application (to external sources and/or FTC and other grant awarding bodies in town) in early 2015. These sessions build on Participate Frome recommendations for training and building social capacity in Frome as well as encouraging partnerships and supporting local groups to unlock greater funding opportunities

# FROME TOWN COUNCIL

## *making Frome a better place*

As well as these changes, the review stipulates changes to other features including simplified application forms, greater communication and transparency of the system and a more useful feedback system. The changes will be implemented immediately with the first round of the new system due to open in April 2014.

### *Recommendation*

Endorse the new grants system for 2014/15.

## **B. Review of Open Spaces Strategy**

### *Summary*

The Open Spaces Strategy aims to provide a framework through which FTC is committed to encourage and inspire groups and individuals to engage further in the development of Frome becoming “a more relaxed place to live, work and get around”. Within the Strategy, a number of priority sites and projects are identified, and this paper provides an update on the progress of some of these projects.

### *i) The Dippy*

With the transfer of The Dippy from MDC to FTC imminent, we were keen to engage with Frome Communities at an early stage in order to set the foundations for a real participatory approach to how the site is changed and managed into the future. We have worked with the Mount Community Association to start the conversation with local people, and more recently, commissioned Edventure Frome to undertake the first stage of consultation to understand better the priorities of the community and how we can work together to achieve shared goals.

In November and December 2013, Edventure ran a series of consultation events and activities and have reported on their findings and recommendations. Main topics for attention and change are:

- Dog mess and litter
- Brambles (balance between clearance and retention for wildlife)
- Accessibility
- Wildlife and nature
- Pathways (surfacing existing and creating new)
- Tree maintenance
- Social spaces
- Culvert (investigate removal of concrete)
- Fruit trees and food
- Horses (concerns about welfare and relationships with horse owners)

### *Next Steps*

The Outside Services team are already undertaking some maintenance of The Dippy in order to enable local people to use and access the site safely. Once ownership of The Dippy is transferred to FTC, the Community Projects Officer(s) (CPO(s)) and the Outside Services team will work closely with local communities to implement the recommendations of the consultation. Priority areas to achieve within 6 months of lease transfer are:

## FROME TOWN COUNCIL

### *making Frome a better place*

- Management of vegetation (e.g. brambles and pathways) for accessibility (already underway)
- Litter picking (already underway)
- Work with local groups to undertake a wildlife survey and formulate a vegetation management plan that is appropriate and balances the needs of wildlife and people
- Investigate solutions to dog mess/litter problem including necessity for more bins and dog mess clear up campaign activities
- Involve local groups and individuals further e.g. volunteer groups working on trees/paths/social spaces

*ii) Rodden Meadow and Millennium Green (included in River Corridor Strategy)*

#### *Summary*

Throughout 2013 we liaised with various groups who have had an interest in, or worked on Rodden Meadow in the past. We devised a nature map and management plan to encourage wildlife to thrive on the site. Meanwhile, the Outside Services team have been working hard cutting back vegetation, managing trees and grassland, and removing the fence in order to open up sightlines and improve the flow between the two areas.

The next step was to produce a master plan that balances the needs of both wildlife and people, with a strong focus on encouraging people to enjoy and treasure the meadow as a special natural resource within the centre of town.

To this end, we are working with NVB Architects to draw up a plan that will enable us to spread the word in 2014. The draft plan will be shown at the meeting and finalised in March 2014. It includes how the site will look and feel as well as ideas for activities to support the changes. Behind the public plan, we will develop a habitat management plan which incorporates the work of the Outside Services team as well as CPO(s) and wider community.

Main features of the master plan include:

- Celebration of the whole area as a wildflower meadow
- Creation of the picnic area
- Opening up access to the river
- Campaign on litter and dog mess
- Celebration events such as a town football match to help wild flowers grow
- Working with Somerset Wildlife Trust on wildflower meadow creation and enhancement

Next Steps by September 2014:

- CPO(s) to work with local communities to run a series of events to: promote the master plan and new identity of the site throughout the town; encourage community groups and the general public to get involved in celebrating and looking after the site

# FROME TOWN COUNCIL

## *making Frome a better place*

- CPO(s) and Grounds Maintenance team work closely together to implement the site management plan – involving volunteers and local community groups as much as possible

### *iii) Victoria Park*

#### *Summary*

Following the initial consultation in March 2013, we have been working with NVB architects who have kindly produced a strategic consultation plan for Victoria Park (including the Mary Baily Playing Field) for no cost.

The report and Emerging Idea Plan (Appendix 2) will be used to communicate two things:

1. The 'givens' (aspects of the park we know we plan to change)
2. The options for other areas (which the community will be involved in deciding upon)

Once we have consulted the community on these plans, we will be in a strong position to draw up a framework that can be used for years to come on how to develop the park and that we know is supported by local people.

Next steps by September 2014:

- Implement the first stages of the plan, namely to change the path network and investigate options for drainage of Mary Baily field
- Undertake consultation exercise using the new plans to ascertain community support for the different options included within
- Using consultation findings, draw up final strategic master plan which should include broad investigations into potential funding sources for implementation

### *iv) The Showfield*

We are still waiting for MDC to transfer the lease of the Showfield to FTC. As soon as they do, we can implement the management plan that we produced following widespread consultation 18 months ago. FTC has allocated £20,000 for this work to complement the £46,000 s.106 payment from the Medical Practice that is currently being held by MDC.

### *v) River Corridor Strategy: Henley Way to Welshmill Lane footpath*

#### *Summary*

A priority project within the River Corridor Strategy is the creation of a footpath between the end of Henley Way and Welshmill Lane. In 2013 we applied for funding from the MDC New Homes Bonus Local Legacy Fund to implement the path and were awarded £20,000 towards the project. Since this time, we have been working closely with Friends of the River Frome to draw up detailed costings and plans in order to proceed with the project. They have also made the application for planning permission

# FROME TOWN COUNCIL

## *making Frome a better place*

for the project, and made contact with Network Rail with regard to work beneath the railway bridge.

Alongside the MDC grant, we are hoping to unlock s.106 money from the development of Rossetti House to contribute to the project. Project plans have the support of Rossetti House residents (via a consultation) and we plan to work with local volunteers and groups such as Mindset who provide training opportunities.

### *Next steps for 2014*

- Continue work to unlock s.106 monies for the project
- Present plans to MDC to draw down the grant
- Commission start of the project and oversee implementation, with a target completion date of Autumn 2014

### *Recommendations*

Endorse the next steps for Open Spaces projects delivery.

## **C. Walking and Cycling Routes in Frome Working Party report**

### *Summary*

The Walking and Cycling Routes in Frome Working Party was commissioned by EAC in January 2013 under the following terms of reference:

1. Audit and collate existing data on routes
2. Identify gaps and hurdles (legal, engineering etc.) in routes and plan how to remove these
3. Identify routes that should be promoted and agree how best to do this (could be part of the Frome App, web based, paper based, on site etc.) and to fund it
4. Incorporate the proposals of the River Corridor Strategy
5. Produce a costed work programme to implement the findings

The Working Party met five times in total throughout 2013 and has produced a report which outlines the outcomes of the above terms of reference.

The main recommendations of the report are to:

- Work to unblock priority walking obstacles/issues in the following areas: Saxonvale, Cottle's Oak, Weylands, Portway and Manor Road roundabout
- Work to unblock priority cycling obstacles/issues at: Church Street and Portway
- Promote the following priority walking routes:
  - A 10 mile circular outer route around Frome
  - A 5 mile circular inner route around Frome taking in the Open Spaces
  - Routes across Frome joining some points in the outer route to the inner route ensuring all major places such as town centre, hospital, schools etc. are linked
- The group are keen that their expertise and time investment are not lost now the meetings have ended. They have requested that they are formally acknowledged as a consultative group who can be called upon to advise on



# FROME TOWN COUNCIL

## *making Frome a better place*

walking and cycling routes for future work within FTC, such as during consideration of future planning applications.

### *Next steps for 2014*

Within the report is an action plan showing how each recommendation may be taken forward, and by whom. This will include understanding the funding implications of each recommendation. A summary of what will be achieved by September 2014:

<b>Priority project</b>	<b>Action by September 2014</b>
Saxonvale path: Designate a Public Right of Way (walking)	Work with Jane Llewellyn and landowners to understand the most appropriate method to use and understand funding implications of path creation
Cottle's Oak: Right of Way blockage and new path creation (walking)	Right of Way cleared and new paths created (dependent upon landowner consent)
Weylands path (walking)	Work with schools and SCC to reach agreement on course of action. Identify funding for creation of new path to avoid school field.
Crossing over Portway – station (walking and cycling)	Work with Peter Wheelhouse and plan implementation steps
Manor Road Roundabout new surfaced path (walking)	Have sought permissions and identified funding. Completed by September 2014
Church St. Contraflow (cycling)	Work with Highways Authority on creating an implementation plan
Promote Frome Walking Routes	Digitise information on walking routes and promote using some or all of the following means: Signs (e.g. stickers/spots/symbols) along routes, incorporation into Frome App, incorporation onto Ramblers Website, Work with Frome ROW group, paper copies.

### *Recommendation*

Endorse the action plan and next steps of the Walking and Cycling Routes report.

### **D. Proposals to take forward Frome Youth Services Work**

#### *Summary*

In 2014, using the SCC Community Enablement Fund, FTC and Mendip YMCA commissioned a piece of research to map and understand current youth provision and need within Frome. The research detailed a number of clear recommendations which were presented to EAC on 18 December 2013.

At that meeting, it was agreed that FTC would fund half of a two-year full time Youth Work Coordinator post, with the aspiration to find external funding to top up the hours to full time. We have submitted an Expression of Interest to the Safer Somerset Partnership to fund the other half of the role.

# **FROME TOWN COUNCIL**

## ***making Frome a better place***

However due to the timescales of funding decisions, it has become clear that in order to avoid any further delays with delivering this work we should start the process now. Managing youth work is an area of expertise not covered by staff within FTC and it is proposed to offer this opportunity to local external organisations to deliver the recommendations on our behalf.

### *Recommendations*

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
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.

### **E. Taking forward the proposals of Participate Frome**

#### *Summary*

The Participate Frome report details a number of recommendations, to be worked on both internally within FTC and for the wider town/other organisations to consider. The recommendations for FTC to deliver have been incorporated into the work plan of the Community Projects Officer role for 2014.

#### *Next Steps*

As a first priority, the Community Projects Officer(s) will work with local communities through the Participate Frome brand. It is hoped that a Participate Frome group can be established with FTC providing the initial driving force and support. In the longer run it is expected that this group would become self-sustaining. The first meeting of this group is being planned for the end of March 2014 and this meeting will be the starting point for developing how local groups would like the recommendations to be achieved.

In addition, the CPO(s) will incorporate the other recommendations of the report into community project delivery, including meeting with Vision 4 Frome to discuss the review and update of the Community Plan, managing the Participate Frome Facebook page and supporting the development and operation of the Community Database through the new FTC Community website.

#### *Recommendation*

Endorse the next steps for delivery of Participate Frome findings.

### **F. Summary of Recommendations**

1. Endorse the new grants system for 2014/15
2. Endorse the next steps for Open Spaces projects delivery
3. Endorse the action plan and next steps of the Walking and Cycling Routes report
4. 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

# FROME TOWN COUNCIL

## *making Frome a better place*

5. 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.
6. Endorse the next steps for delivery of Participate Frome findings

### **6 For Decision – Proposed Apprenticeship Hub**

Author: Tessa Hibbert and Economic Development & Regeneration Manager

#### *Summary*

This report draws on a recent survey of employers and research with young people and providers regarding the delivery of apprenticeships in Frome. It recommends that Councillors support continued investigation with prospective partners including Frome College, the Chamber of Commerce and Local Enterprise Partnership into the development of a Frome 'apprenticeship hub'. This virtual hub would:

- Provide the first point of contact for businesses under a trusted, local brand
- Offer information, guidance and a subsidy to business in order to help them overcome the key barriers identified through recent research
- Ensure that all young people in the town have access to information, advice, guidance and other support that would help overcome their barriers to becoming an apprentice
- Operate as a pilot for up to 24 months
- Aim to open up at least 25 new apprenticeship vacancies for young people in the town in the first year

#### *Background*

The focus on creating new apprenticeship opportunities follows logically from the Council's agreed Action Plan which commits the Council to working with local businesses and training providers to meet skills needs in the town. An Earmarked Reserve of £55,000 has been set up specifically to support Youth and Further Education. The Council is also committed to directly employing apprentices.

Apprenticeships are a key part of the development of our economy. Government research has shown that apprenticeships help small and medium sized employers (SMEs) to grow, develop a motivated, skilled and qualified workforce and improve productivity whilst reducing costs. Despite these benefits, demand for apprenticeships by young people is currently outstripping supply of vacancies by businesses – nationally, there has been an increase of 43% of applications by candidates to the apprenticeship database in the last year but only a 24% increase in the number of apprentice vacancies. This picture is reflected locally where interest by young people is greater than the number of vacancies currently available. The key barrier that needs to be overcome is creating more apprenticeship job roles within businesses.

#### *Rationale and research*

In 2012-13, 291 young people aged 16-24 were working as apprentices in 170 businesses in Frome. Whilst this represents average business penetration with 1 out of 5 businesses having an apprentice (in line with the Somerset average), our research indicates there is greater potential in Frome businesses than has yet been tapped. In

## **FROME TOWN COUNCIL**

### ***making Frome a better place***

order to investigate this, a survey was issued to 508 SMEs in Frome and 80 responses were received representing a good response rate of 16%. Key findings were that:

- The top three barriers stopping those that do not have an apprentice from having one are:
  - not enough capacity to manage and support a junior member of staff,
  - no business need for an extra full time employee at present
  - businesses do not know what is involved or how to get started
- Levels of awareness over some of the essential facts about apprenticeships (such as the grants available) are low
- 30% of respondents without a current apprentice responded that they would like further support and advice on recruiting an apprentice, representing significant potential for development

Simultaneous research undertaken with young people in Frome College revealed a high level of enthusiasm for the apprenticeship scheme. 90% of the 60 young people we talked to said they would like to apply for an apprenticeship. When asked about the main barriers preventing them entering into apprenticeships, they cited the lack of suitable vacancies in Frome, not knowing where to go to find out about vacancies and the reservations of their parents. When asked what help we could provide for young people they said they needed more information on local vacancies and hands on help with applications.

Frome College is intending to respond to this demand by putting in place a 'Next Step Hub' for their Year 10, 11 and 12 students to prepare them for the world of work. This would comprise work experience, careers guidance, 'challenge' projects and a pre-apprentice programme targeted at those learners who struggle to engage with mainstream curriculum and/or wish to pursue an apprenticeship post-16. The College is also interested in working with the Council and others to put in place an apprenticeship training programme.

#### *Conclusions*

There are already many players involved with apprenticeships but some significant barriers remain both for young people and employers especially small businesses. In this environment, the Council's focus should be not only on how it can *add value* but also on *trying something new* to break down those barriers.

Frome College appears committed to addressing the barriers faced by their own students as they consider their futures and the College's Next Step Hub initiative should be applauded and indeed supported where the Council has value to add. But we should not overlook the needs of other young people who are not based at the College and would be interested in pursuing an apprenticeship in the future.

With reference to employers, we have identified some critical barriers around a lack of information, advice and a lack of capacity to manage and support a junior member of staff. Again, Frome College would like to offer a solution around information and advice by working with the Council and others to build awareness of the opportunities for employers. They would also like to deliver some training provision locally. All of

## **FROME TOWN COUNCIL**

### ***making Frome a better place***

this is positive. There is an opportunity for the Council to add value and try something new by helping to reduce the management burden faced by small enterprises. We should also enable employers to put in place apprenticeships where the required training framework cannot be delivered by Frome College.

This leads us in the direction of working in partnership with others to enable the following services to be delivered as part of a virtual 'apprenticeship hub':

- An apprenticeship broker to liaise with business and support the promotion and take up of apprenticeships
- Partnership with an Apprenticeship Training Agency (ATA) which could act as the apprentice's employer and place them with a host employer, reducing the management burden for small enterprises. This could widen the market for the College's apprenticeship training programme and help identify a training provider in cases where the College cannot deliver
- A town centre central point of information/promotion for apprenticeship vacancies and support to young people
- A small pot of grant funds to support young people to overcome structural barriers e.g. transport costs and interview clothes

The Council could also provide practical support to the College's employability programme. For example, the Council could involve College students in Council sponsored projects that might help to build confidence, skills and general preparedness for work. It could also use its business contacts to help identify employers that are prepared to get involved.

The above model would support many sectors of the local economy and help the Council to meet a number of objectives within its Action Plan including:

- Helping the local economy to become resilient, self-reliant and sustainable
- Assisting the unemployed, under-employed and school leavers
- Supporting the green retrofit and renewable energy sectors

The hub project would be a pilot lasting 24 months to test whether these services will lead to the growth of the number of apprenticeships locally. It is estimated that the annual cost of this initiative would be in the region of £30k which could be funded from the Youth & FE EMR.

If the effectiveness of the model is proven, then indications are that it has the potential to be sustained through funding by bodies such as the Local Enterprise Partnership and/or the proposed Heart of Wessex Local Action Group. In addition, once the model of working with an Apprenticeship Training Agency is established in Frome, this aspect of the model would become self-sustaining as it would be funded by the business community themselves in return for the services they receive.

#### *Recommendations*

1. Support the principle of the establishment of an apprenticeship hub in Frome with Councillor Toby Eliot acting as 'Project Sponsor'

## **FROME TOWN COUNCIL**

### ***making Frome a better place***

2. The Economic Development & Regeneration Manager be authorised to enter into negotiations with prospective partners in the apprenticeship hub initiative in consultation with the Project Sponsor
3. A further report be presented to the Council to enable contracts to be entered into when negotiations are completed

#### **7 For Decision – Proposed works to Boyle Cross and the Market Place**

Author: Town Centre Regeneration Manager

##### *Summary*

This report presents an update on progress and proposed next steps in bringing forward proposals for the Market Place and Boyle Cross area as part of town centre remodelling. These proposals will build on the feasibility and consultation work undertaken to date by the Council and Landscape Projects and bring closer the implementation of works within the central area.

At this stage, Councillors are simply recommended to approve obtaining competitive quotes for detailed design and contract supervision as a single contract for a first phase of work including works to the Boyle Cross, the parking area in the Market Place adjacent to the Cross and works on the entrance to King Street. A more detailed report will be presented to the Council meeting on 19 March with specific recommendations to move to design, further consultation, planning and tender stage.

##### *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, 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. There were workshop discussions with businesses and users of the town centre, representatives of the District and County Councils, a well-attended public meeting, an online consultation and awareness raising through the local press. Of all the options considered, people most liked 'Option 3' which would improve the appearance and character of the town centre in a sensitive way that was appropriate to the heritage of the area using traditional materials and restoring important heritage assets such as Boyle Cross. Key to this option is the introduction of new road surfaces, low kerbs, courtesy crossings and improved lighting that will make it easier for pedestrians to get around the town centre.

Landscape Projects reported to the Council in December 2012 and Councillors authorised officers to progress Option 3 to the next stage with Somerset County Council i.e. to commission an assessment of the traffic impact of the recommended

# FROME TOWN COUNCIL

## *making Frome a better place*

improvements. The subsequent report concluded that the diversion of a significant amount of traffic away from the town centre is unlikely which was encouraging.

At the July 2013 meeting of the Council, Councillors authorised further technical work on the scheme which has proceeded; we have also investigated the availability of funding. This included negotiations with Asda which were successful in that they resulted in a commitment to contributing up to £250k to town centre improvements. This is part of a s.106 agreement which is designed to address the impact of their approved extension on the town centre.

More latterly, consultation on the Draft Neighbourhood Plan for Frome demonstrated support for making the town centre more pedestrian and cyclist friendly.

### *Current position*

The result of this work is that detailed proposals for works to the Boyle Cross, the parking area in the Market Place adjacent to the Cross and works on the entrance to King Street as a first phase are now being prepared. They will be presented to the Council meeting on 19 March. These works have the potential to be delivered in the financial year 2014/15 as funding is available through the Council's EMR for Town Centre Improvements and s.106 contribution from Asda and the permissions required are relatively straightforward.

Traffic calming on the B3090 (the road running through the town centre) 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.

### *Steps to delivery*

The work undertaken by Landscape Consultants took the form of a feasibility study with costs. Even if there were no other considerations to implement this work, detailed design and contract works on site would be required and planning consent needs to be obtained for the works. In effect three different processes are required:

- Letting a contract for detailed design and supervision of the works
- Application for planning permission
- Letting a construction contract for the works

In addition, other permissions relating to temporary works in the highway and works affecting public utilities will be required. The process for gaining these consents can run concurrently with the above and will not affect the overall length of programme for delivery. There has already been wide public consultation on the *principle* of these town centre improvements. But we would now expect to consult on the *detail* of the design with the following as a minimum:

- Market traders
- Mendip's Asset Management Group (currently the freeholders of the parking spaces and Boyle Cross)
- Businesses surrounding the Market Place
- Somerset Highways
- The appropriate public utility companies

# FROME TOWN COUNCIL

## *making Frome a better place*

The scheme also provides the opportunity to develop a distinctive identity for street furniture across the Town Centre or even the whole of Frome if so desired. There have also been discussions as to whether public art might be incorporated into the scheme. The nature of the space, and the presence of the Boyle Cross as a central feature within the space created, means that art would need to be an integral feature of the space rather than free-standing in the form of an exhibit. Thus if artistic consideration is deemed desirable it will need to be incorporated in detailed design.

### *Next Steps*

A draft programme for design and delivery has been prepared that stipulates a minimum of 34 weeks from the commencement of detailed design to the completion of works and is shown in the table below:

<b>Process</b>	<b>Duration</b>	<b>Running sub-total</b>
Design of paved area in Market Place including service provider liaison	6 weeks	-
The Boyle Cross works – identify, design & consult stakeholders (concurrent with above)	8 weeks	8 weeks
Planning & Listed Building Consents & CAMG approval	12 weeks	20 weeks
Tender process (concurrent with above)	9 weeks	20 weeks
Construction phase	14 weeks	34 weeks

The above timetable has implications for any delivery programme e.g. a 14 week contract period will not fit between Christmas and financial year end which has budget planning implications. To avoid end of year over-run, works on site would need to be started before Christmas. Works on site in the run up to Christmas and over the Christmas period may not be desirable and to avoid this, it would be necessary to have contractors on site in early August 2014. **For that to be achieved, detailed design would need to be commissioned 20 weeks earlier i.e. the end of March 2014.** Whilst this is stated with a view to financial year 2014/15, these timescales apply whenever the works are progressed

It is proposed to seek competitive quotes for detailed design and contract supervision as a single contract. Landscape Projects will be invited to quote with up to three others. It should be noted that inviting firms to quote does not commit the Council to commission detailed design.

The works on site would require a competitive tender process including advertising locally for suitable contractors.



# FROME TOWN COUNCIL

## *making Frome a better place*

At this stage the estimated contract cost is in the order of £300,000, with estimated design and supervision fees of £25,000. To this must be added disbursements and legal costs.

### *Recommendations*

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
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

## **8 For Information – Progress towards a parking strategy for Frome**

Author: Town Centre Regeneration Manager

### *Summary*

This paper is to inform members of on-going discussions with Mendip District Council regarding off-street car parking in Frome Town Centre. Discussions are at an early stage.

### *Background*

Following recent concerns over the management of off-street car parks in Frome discussions have commenced with Mendip DC regarding a way forward. The principle concerns are that the car parks are not managed in a way to maximise the benefit to businesses within the town centre and that the parking tariffs are such as to affect Frome's competitive position compared to other towns in the area. In addition, problems with signage and similar that fall under Somerset County as Highway Authority are being addressed, initially seeking Mendip's support in any representations that the Town Council may make to the county.

Overall, the objectives to these discussions are:

- To ensure that the parking regime is fair and enables Frome to be more competitive as a shopping/visitor destination compared with surrounding towns
- To enable FTC to have more influence over the management of the car parks so that the operation complements the other things we are trying to do to support the local economy

One option that is being explored is the provision of a period of free parking in some or all of the town centre car parks. In this regard Mendip have made reference to an agreement between South Somerset District Council and Crewkerne Town Council to provide free parking in Crewkerne.

Mendip have also indicated that they will, in the fullness of time, be commissioning a district wide parking strategy and that the brief for this will allow consideration of an approach tailored to each town rather than a one size fits all. Mendip have also indicated a willingness to listen to any option promoted by Frome Town Council on condition that the result is revenue neutral to Mendip District Council.

# FROME TOWN COUNCIL

## *making Frome a better place*

In summary, the Town Centre Regeneration Manager is in on-going discussions with Mendip regarding:

- A “Crewkerne” option to allow a period of free parking in some or all of the town centre car parks
- A revised parking strategy that takes into account the particular circumstances and requirements of Frome; this would address tariffs, signposting, management and enforcement
- A variety of mechanisms whereby the Town Council could better influence the management of the car parks

The “Crewkerne Solution”, whereby a period of free parking is permitted and the town council funds any shortfall to Mendip, could be implemented quickly if the Council wishes to pursue this. Other options need more exploration and will take longer to develop.

Discussions are continuing; developments will be reported to EAC and Full Council with recommendations as soon as possible.

### **9 For Decision – Taking forward the debate over the future of sport and leisure service provision in Frome**

Author: Town Clerk

#### *Summary*

This report brings Cllrs up to date with current thinking within Mendip District Council (MDC) over the future of the sports and leisure centre and recommends that pressure is put on MDC to make no decision over the future of Frome Leisure Centre until FTC, local sports organisations and the local community better understand the process being undertaken by MDC, an assessment is made of the future needs for a town the size of Frome and whether alternative business models to a private sector property transfer exist.

#### *Background*

The land and building that comprise the sport and Leisure centre are owned by Somerset County Council (SCC). The building is leased to MDC on a full repairing lease and the service provision is contracted out to Avalon Leisure until 2015.

It is reasonable to suggest that the current service provision is not the best both in terms of quality as well as quantity. The current swimming pool and other services are visibly suffering from old age. In addition, the service offered to the community is insufficient relative to the size of the population.

The view of Frome College which is adjacent to the site is unknown at the time of writing except that for it to be designated as an Academy it has to provide sporting facilities for its students and at present these are provided by the Sports Centre. A verbal update will be given to Cllrs following a meeting planned with the Principal.

## **FROME TOWN COUNCIL**

### ***making Frome a better place***

Last summer FTC called a meeting to discuss possible options over the sport and leisure centre. This meeting included SCC and MDC Cllrs and officers, Frome College and Sport England and it was agreed to carry out a feasibility study into various options. MDC commissioned the study but made the assumption in the brief that a private sector solution was required. MDC then soft market tested the options proposed by the feasibility study and concluded that there was unlikely to be any private investment forthcoming while MDC still retained the building.

A report tabled in December to MDC's Cabinet (see Appendix 3) noted that, "To plan for the future the Council **must** develop a revitalised strategic partnership with the private sector, and with other external parties, so as to improve planning, develop facilities, explore all options for cost savings and develop innovation in service delivery."

The Cabinet agreed to explore whether "a property transaction is achievable in the current market." I have no evidence that MDC has ever considered any other option than a private sector partnership or transfer but none was proposed in the report.

Cabinet also agreed that following the exploration, Heads of Terms of a property transfer would be drafted by March 2014.

It should be noted that a wholesale property transfer is a once and for all decision. Once completed the community will have no real stake in what services are provided and by whom. Indeed if the venture was unsuccessful the buildings could close and be sold for other uses.

#### *Discussion*

Cllrs might think it is important to understand the process that MDC is going through at the moment and try and influence, if need be, the Heads of Terms.

Cllrs might also think it reasonable to understand whether there are any other business models that could be appropriate. For example, a Trust might be established by local groups that would be able to attract capital funding and run a centre on a not for profit basis. There are, at least in principle, many possible partners in the town who would be willing to explore another model. These include: Frome College, Selwood and Oakfield Middle Schools, Frome Town Council, Frome Town and Collegians Football Clubs, Frome Running Club, Frome Swimming Club and perhaps many other groups who enjoy sport and leisure in the town as well as SCC and MDC.

In the meeting organised by FTC last summer referred to above, the officer from Sport England was clear in that provision of funding was available in principle so long as the management model was appropriate.

Some may say that before a final property transfer decision is made, an assessment of local requirements is needed including an analysis of how that might be provided and funded. The conclusion might be that the best way forward is a property transfer but at least that transparent decision will have been made in the knowledge that it is a

# FROME TOWN COUNCIL

## *making Frome a better place*

solution considered by the community. At the moment this appears to be a financial and property based decision made in a vacuum without any assessment community needs.

### *Recommendations*

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
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
3. To report back to EAC on 30 April with an update on whether MDC has taken forward the above recommendations

## **10 For Decision - Acquisition of an open space at Foundry Barton and a section of riverbank at Henley Way**

Author: Town Clerk

### *Summary*

This paper proposes that FTC acquires two pieces of land at Foundry Barton and Henley Way. They would be transferred along with a s.106 agreement.

### *Background*

Some Cllrs might recall that a closed play park and gantry at Foundry Barton has been problematic for over 10 years.

The location of the play park is unfortunate given that it is not overlooked by any houses and at the end of a street. When it opened in 1999/2000 it quickly became a hot spot for anti-social behaviour. The developer closed the play park within six months of opening and it remains closed.

The length of river bank is adjacent to Chateau Gontier Walk at Henley Way opposite the Canoe Club. The acquisition would include two artefacts from the Singers Factory and a seat. A location map is attached at Appendix 4.

It would be normal for MDC to adopt the two parcels of land. However, there has been an on-going discussion between the developer, Persimmon, and MDC over whether the former should retain or remove the play equipment prior to transfer.

### *Discussion*

FTC has said in the past that it is willing to adopt these two sites but to the best of my knowledge Cllrs have never formally agreed this, hence this paper.

Regarding the play park, the advantage to the community of acquisition would be that FTC would be able to engage with them to find a mutually acceptable management

# FROME TOWN COUNCIL

## *making Frome a better place*

solution. With regard to the riverbank, given FTC owns riverbank on either side (with the break under the mineral line bridge which is owned by Network Rail), it seems sensible that FTC acquire this section. From the community's viewpoint it is important that someone owns the riverbank if works need to be carried out in future.

Over the past year negotiations have progressed and have resulted in agreement between the developer, MDC and FTC. It is proposed there is a "back-to-back" transfer of the two sites so that FTC becomes the freeholder. The riverbank will come with a s.106 budget of £27,000 that would be index linked from 1999. This will enable us make sure there is an earmarked reserve for possible bank repairs in the future. The play park and gantry come with a s.106 budget of £14,500 again this would be index linked.

Recent discussions with Persimmon Homes, FTC and MDC have resulted in Persimmon agreeing to remove the play park and make good.

### *Recommendations*

1. Endorse the agreement to adopt the two sites with the respective s.106 budgets
2. Create an earmarked reserve comprising the riverbank s.106 budget to maintain the riverbank in future

## **11 For Decision – Support for Frome Festival**

Author: Economic Development & Regeneration Manager

### *Summary*

This report sets out a way forward in terms of the Council's continuing support for Frome Festival. It proposes a two year funding arrangement which is designed to not only enable earlier planning of the Festival in 2015 but also support the Festival's efforts to grow commercial sponsorship and become less reliant on grant aid.

### *Background*

The trustees of the Festival consider that the 2013 Festival had been a success and financially, the charitable company had ended the financial year at 31.10.13 with a small margin above break-even. This demonstrates the value of the grant aid provided by the Council last year (£10k).

### *Discussion*

There is merit in helping the Festival to move to a more self-sustaining position. There is already a renewed drive to raise commercial sponsorship, increase membership and brochure-entry fees. The Festival is reviewing ticket price setting this year where it has control but still bearing in mind affordability and the maintenance of a proportion of free events – both essential factors in the community character of Frome Festival. The Festival's sponsorship & fundraising team has recently been re-constituted and work is proceeding to raise new sponsorship and persuade lapsed sponsors to restore their support. In addition, the Festival is prepared to consider proposals including advertising. The Iford Festival advertisement in the 2013 brochure was a precedent,

## **FROME TOWN COUNCIL**

### ***making Frome a better place***

but there is even greater scope to exploit the 200,000 hits a year on the website by giving greater prominence and accessibility to sponsors.

The sponsorship and fundraising team will undoubtedly be buoyed by the excellent programme that is being put together for 2014. Contracts have yet to be finalised but amongst others, performances are expected by comedian, Paul Merton and the opera Hansel & Gretel at Cooper Hall.

But it will take time to generate results and in any case, with its growing network of contacts in the business community there is much that the Council can do to encourage businesses to get involved as sponsors. A continuing partnership arrangement with the Festival will enable this to happen.

Linked to this is the importance of knowing that not only is this year's Festival financially secure but also next year's as well. Not only would this help with booking acts but also securing future sponsors. This suggests that the Council should consider a 2 year funding arrangement but on the basis that there is a major drive to secure sponsorship that will help to reduce the Festival's dependence on public subsidy in the future.

#### *Conclusions*

The current projection is that a further £10k in grant aid will be needed in 2014 to enable the Festival to break even. Councillors have already agreed to a Town Centre Events budget for 2014/15 and support in principle for the Festival and so it is recommended that a £10k grant is confirmed. For the reasons highlighted above, it would be appropriate to agree the principle of a 2 year funding arrangement with a further £10k contribution in 2015. Part of this agreement would be for the Council and Festival to work together to secure new commercial sponsors and other external funding so that the Council can begin to redirect its resources to other Town Events from 2016 onwards.

#### *Recommendations*

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
2. Confirm that the Council will provide £10k in grant aid to the Frome Festival in 2014/15 and 2015/16

**12 The next meeting will be at 7pm on Wednesday 30 April, Saxonvale Centre**

# FROME TOWN COUNCIL

## *making Frome a better place*

### Draft Minutes of a meeting of the External Affairs Committee

Wednesday 18 December at 7pm  
Saxonvale Centre, Garsdale, Frome. BA11 1RZ

**Present:**

Councillors: Dave Anderson; Tricia Golinski; Peter Macfadyen; Mel Usher; Nick White  
Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

**In attendance:**

Councillor Dickon Moore, Kate Hellard, Tessa Hibbert, David Parkes, Annabelle Macfadyen, Dr. Helen Kingston, Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Patrick Moss (Town Centre Regeneration Manager), Sarah Hobbs (Community Projects Officer), Laura Poulton (Administration Officer)

Approx. 20 members of the public

Minute Ref	Agenda Item	Action
<b>2013/86/EAC</b>	<p><b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</b></p> <p>David Taylor expressed his concern about Cllr attendance at meetings as especially at the MDC Planning Board meeting to decide whether to approve the Asda extension there was only one Frome Cllr present.</p> <p>Neil Howlett noted MDC's intention to increase car parking charges by thirteen percent and the deadline for the public consultation was the following day. He urged the public to oppose the increase.</p>	
	<p><b>2 A SHORT TALK FROM THE CARNIVAL COMMITTEE</b></p> <p>Annabelle Macfadyen explained that the funding from FTC for the 2013 Carnival had allowed them to put on more workshops, a Pirate Treasure hunt, include new bands and have street entertainment during the day of the Carnival. The Committee worked for two weeks with Frome College on their entry which won the Home in Frome trophy. There was more variety and diversity for 2013 and in addition the shop keepers were happy that people were in the town centre for the day.</p> <p>Annabelle explained the committee want to build on the success from 2013, encourage more participation, organise more workshops to encourage new skills, make the events more intergenerational, increase the number of volunteers and continue fundraising. She noted that the funding from FTC has given them the confidence for the future.</p>	

## FROME TOWN COUNCIL

### *making Frome a better place*

	<p><b>3 a. APOLOGIES</b> The Chairman formally opened the Council meeting at 7.24pm and apologies of absence were received from Cllrs Hooton, Berry, Burgess and Dobinson.</p>	
	<p><b>3 b. DECLARATION OF INTERESTS</b> Cllr Anderson declared a non-prejudicial interest in item 8.</p>	
	<p><b>3 c. MINUTES</b> The minutes of the External Affairs Committee meeting held on 23 October 2013 were approved as a true record of the meeting and signed by the Chair.</p>	
	<p><b>4 AN UPDATE ON WHAT THE COUNCIL IS WORKING ON AT THE MOMENT</b> The Economic Development &amp; Regeneration Manager noted the Cheese &amp; Grain building will be handed over at the end of the week after the work has been completed and he was pleased with the results.</p> <p>With regard to the play park at Garston Road, the Town Clerk noted he had spoken to the regional director of Bloor Homes the previous week and tried to push the process along. Cllr Usher asked the Town Clerk to write to Bloor Homes and MDC to say that we expected results by now.</p> <p>The EDRM explained that the manager of the Heart of Wessex Community Rail Partnership was planning to hold an event to celebrate the refurbishment of Frome train station. Cllr Macfadyen congratulated the EDRM on his hard work with the partnership.</p>	<b>PWy</b>
	<p><b>5 FOR DECISION – REPORT AND RECOMMENDATIONS FROM YOUTH SERVICES RESEARCH</b> Tessa Hibbert explained her research was to find out if current services were meeting the needs of young people. She noted her main finding was that there was patchy provision and not everyone has access to the services.</p> <p>Tessa’s recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Invest in a youth work coordinator/facilitator (full time equivalent) to provide flexible services according to local need, provide support to local voluntary organisations and undertake quality assurance of provision run by groups</li> <li>2. Measure success of this work by evaluating progress made after a two year period</li> <li>3. Set criteria for future grant funding to support places and things to do, encourage intergenerational relationships,</li> </ol>	





## FROME TOWN COUNCIL

### *making Frome a better place*

	<p>Postcards asking people what the favourite thing about Frome was and what they would like to change were handed out throughout the week. Several themes were identified including improving access to the river, increasing the range of shops, review the car parking charges, improve car parks for shared spaces, create pedestrian friendly spaces especially for young people and improve traffic flow.</p> <p>The most frequent answer to the question ‘What is your favourite thing about Frome?’ was the friendly people and community spirit.</p> <p>Answers to the question ‘What would you change?’ were public transport as it is not well linked and frequent enough, more clothes shops for men and children’s shoe shops.</p> <p>Kate also found there was a sense of them vs. us, which was between the old and young as well as between new residents to Frome and those that have lived here many years.</p> <p>The most valuable aspect of the week was talking to people and having conversations about what matters to them.</p> <p>Kate found the branding of the week to be successful and the Facebook page reached over 4,000 people.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Endorse the approach taken by Kate Hellard in developing and planning Participate Frome week</li> <li>2. Adopt the report including the recommendations</li> <li>3. Identify what recommendations can be delivered or facilitated by FTC by the next meeting</li> <li>4. Identify those recommendations that cannot be delivered or facilitated by FTC, for example, where there are significant resource implications, by the next meeting</li> <li>5. Support a review of Vision for Frome’s Community plan</li> </ol> <p>Proposed Cllr Usher, seconded Cllr Macfadyen, agreed unanimously.</p>	<p style="text-align: right;">SH</p> <p style="text-align: right;">SH</p> <p style="text-align: right;">SH</p>
	<p><b>8 FOR DECISION – PROPOSED COMMUNITY LED DEVELOPMENT AT SAXONVALE</b></p> <p>Item brought forward to item 7</p> <p>David Parkes introduced the Carley Community Development Trust as a newly formed Community Interest Company. Their aim is to produce an alternative development plan for the Saxonvale site at Garsdale that is community led. David noted their intention was to</p>	

## FROME TOWN COUNCIL

### *making Frome a better place*

	<p>bring the landowners together which have the capacity to develop the site and their hope is to have a big stake in Saxonvale by the end of the year. David explained that the Trust requires the support of FTC to enable them to put in an application for funding to the Homes and Communities Agency which would then allow a feasibility study and an application for the Community Right to Build to be submitted.</p> <p>The recommendation was that support be given to an application to HCA for CRtB funding with agreement to pledge up to a maximum of £5,000 in the current financial year (2013/14) and up to a maximum of £5,000 in 2014/15 to support this process using the existing Town Centre Redevelopment EMR.</p> <p>Cllr White requested a recorded vote. The votes were recorded as follows:</p> <table border="1" data-bbox="408 864 1289 1263"> <thead> <tr> <th>Councillor</th> <th>For</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>D Anderson</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>T Golinski</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>P Macfadyen</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>N White</td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>M Usher</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </tbody> </table> <p>Recommendations agreed by majority.</p>	Councillor	For	Against	Abstain	D Anderson	✓			T Golinski	✓			P Macfadyen	✓			N White		✓		M Usher	✓			<b>PW</b>
Councillor	For	Against	Abstain																							
D Anderson	✓																									
T Golinski	✓																									
P Macfadyen	✓																									
N White		✓																								
M Usher	✓																									
	<p><b>7 FOR DECISION - EMPLOYING A PART TIME MEMBER OF STAFF TO ENCOURAGE DECISION MAKERS TO ESTABLISH AN OUT OF HOURS GP SERVICE IN FROME</b></p> <p>The recommendation was amended for FTC to support the establishment of an out of hour's hub and write to the CCG and encourage the East Mendip Federation to allocate staff resources.</p> <p>Proposed Cllr Golinski, seconded Cllr White, agreed unanimously.</p>	<b>PWy</b>																								
	<p><b>9 FOR DECISION – WORK PROGRAMME, BUDGET AND PRECEPT DEMAND FOR 2014/15</b></p> <p>Budget</p> <p>Cara Honey expressed concern about a drop in funding for the youth council etc. The Town Clerk informed her that this will be compensated in the General Reserves.</p> <p>Cllr Macfadyen queried why there was a budget for property</p>																									

## FROME TOWN COUNCIL

### *making Frome a better place*

	<p>maintenance for the Cheese &amp; Grain. Cllr Usher explained that this would remain for the Tower at the back of the building.</p> <p>Work Programme Cllr Macfadyen requested that the words 'under employed' are also added to action 1.4.2</p> <p>Precept Demand 2014/15 The Town Clerk noted it was likely that FTC will have confirmation about the grant from MDC by January and the forecast general reserve will then be revised.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Consider the Action Plan to March 2015, proposed budget and precept demand for 2014/15 and recommend that Council adopts them on 8 January 2014</li> </ol> <p>Proposed Cllr Usher, seconded Cllr Golinski, agreed unanimously.</p> <ol style="list-style-type: none"> <li>2. Consider the existing EMRs, proposed EMRs and forecast GR at 1 April 2014 and recommend that Council adopts them on 8 January 2014</li> </ol> <p>Proposed Cllr Usher, seconded Cllr Golinski, agreed unanimously.</p>	<b>PWy</b>
	<p><b>10 FOR DECISION – GRANT AWARDS</b> The recommendation was that the decisions of the Grants Advisory Group are endorsed by Councillors as a block.</p> <p>Proposed Cllr Golinski, seconded Cllr Usher, agreed unanimously.</p>	
<b>2013/98/EAC</b>	<p><b>11 FOR DECISION – USING S106 MONEY FOR THE ESTABLISHMENT OF A FOOTPATH FROM HENLEY WAY TO WELSHMILL LANE</b> Cllr Usher requested that the Town Clerk personally writes to Cllrs Snook and Tanswell asking them to support the establishment of a footpath from Henley Way to Welshmill Lane.</p> <p>The recommendation was to support the proposal to spend the s106 money towards the establishment of a new footpath linking Henley Way with Welshmill Lane.</p> <p>Proposed Cllr Golinski, seconded Cllr White, agreed unanimously.</p>	<b>PWy</b>
	<p><b>12 DATE OF THE NEXT MEETING</b> The next meeting will be at 7pm on Wednesday 26 February, Frome College</p>	
The Chair closed the meeting at 9.41pm		

**FROME TOWN COUNCIL**  
*making Frome a better place*