

FROME TOWN COUNCIL

making Frome a better place

EXTERNAL AFFAIRS COMMITTEE

Wednesday 30 April, 7pm

Saxonvale Centre, Garsdale, Frome. BA11 1RZ

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 talk from Karen Deverell, Mendip YMCA
3. Apologies for absence, declaration of members' interests and minutes from the last meeting on 26 February 2014
4. A quick review on previous actions and what is coming up next time
5. Anna Francis, Energy & Recycling Officer will give an outline of her work
6. Update on Open Spaces and various community projects
7. Proposals to take forward Frome Youth Services Work
8. Update on FTC's fundraiser, Greenstrand
9. Review of the community toilet strategy work
10. Neighbourhood Plan update including timetable and summary of response to consultation
11. The next meeting will be at 7pm on 25 June 2014, Saxonvale Centre

Yours sincerely



Paul Wynne, Town Clerk
Frome Town Council, 5 Palmer Street, Frome, BA11 1DS
23 April 2014

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AGENDA

- 1** Questions, comments and information from the public
- 2** Short talk from Karen Deverell, Mendip YMCA
- 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 26 February 2014

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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	Anna will provide an update on this and her other projects at the meeting	30/04/2014
Walking and Cycling Working Group	2013/52	EAC	26/06/2013	Ruth Knagg	On agenda	30/04/2014
Heart of Wessex Local Action Group	2013/54	EAC	26/06/2013	Peter Wheelhouse	Further information is awaited from DEFRA	
Open Spaces	2014/7	EAC	26/02/2014	Ruth Knagg	On agenda	30/04/2014
Garston Road play area	2013/73	EAC	04/09/2013	Ruth Knagg/Paul Wynne	No progress since last meeting. In discussions with Bloor Homes over restrictions created by underground water tank. Ruth is contacting local residents accordingly.	
Palmer Street resurfacing	2013/74	EAC	04/09/2013	Peter Wheelhouse	There is good news in that County are now planning to complete the work by October subject to confirmation of funding. The scheme will not include the proposed build-out but the intention is to extend the existing double yellow lines by about 15m. This would effectively remove the last parking bay (broadly located outside the FTC offices) but secure a safe route for pedestrians to cross the road unobstructed.	22/10/2014
WW1 memorial event	2013/66	EAC	04/09/2013	Laura Poulton	Positive response received from Tyco over relocating the WW1 statue and the project is moving ahead. An event is planned for 3 August	03/08/2014
Frome Youth Services Research	2013/70	EAC	04/09/2013	Tessa Hibbert	On agenda	30/04/2014
Frome Leisure Centre	2014/11	EAC	26/02/2014	Paul Wynne	MDC held a public meeting in March. They plan to let all MDC leisure centres to the private sector on a long lease. No reply has been received to FTC's letter.	
Riverside Project (Henley Way/Welshmill Lane)	2013/98	EAC	18/12/2013	Ruth Knagg	On agenda	30/04/2014
Community Right to Build application by the Carley Community Development Trust		EAC	18/12/2013	Peter Wheelhouse	Carley Trust are awaiting confirmation from DCLG regarding funding. In the meantime, we are in discussion with the Trust regarding how the funding FTC has committed can be deployed to make early progress.	25/06/2014
Community Grants	2014/7	EAC	26/02/2014	Ruth Knagg	The new grants scheme has launched and the details are available on the FTC website. The closing date for the first round is 23 May.	25/06/2014
Update on apprenticeships	2014/8	EAC	26/02/2014	Peter Wheelhouse	Discussions with Frome Community College and others to progress delivery are ongoing.	
Foundry Barton and Henley Way	2014/12	EAC	26/02/2014	Paul Wynne	Acquisition proceeding	25/06/2014
Youth support worker job description		IAC/EAC		Tessa Hibbert	On agenda	30/04/2014
Review of Community Toilet Scheme		EAC		Patrick Moss	On agenda	30/04/2014
Missing Link update		EAC		Ruth Knagg	On agenda	30/04/2014
Year end report from Greenstrand		IAC/EAC		Ruth Knagg	On agenda	30/04/2014
Somerset Levels Relief Fund		EAC		Paul Wynne	The fund aims to raise between £2-3 million by the end of 2014 for the long term management of the Levels. Cllrs can decide on how and where their donation is spent in helping the relief effort after the recent flooding.	30/04/2014
Planning Apprentice Recruitment		EAC		Jane Llewellyn	Interviews held on Thursday 24 April. A verbal update will be given at the meeting	30/04/2014
Review of terms of reference		EAC		Paul Wynne	Set up a small group and report to Council on 21 May with any proposed changes.	21/05/2014
Parking Strategy		EAC		Patrick Moss		25/06/2014

Key

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

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5 For Decision – Update from the Energy & Recycling Officer

Author: Energy & Recycling Officer

Anna Francis has now started as Frome's new Energy and Recycling Officer. As far as we know Frome is the only Town Council in the country to have a one. The role will help secure greater resilience and self-reliance in energy and resource-use, will support the creation of jobs and training opportunities in these fields and reflect the community's support for sustainability.

Key areas of work

The role focusses on the main objectives in FTC's strategic plan, and links in with the One Planet Living theme that underpins Frome's Neighbourhood Plan. It is one of the five project themes agreed by Council in March. Key activities are outlined below under the headings from the Council's corporate strategy and action plan.

Reducing Energy Demand and Costs

- Establish mass insulation campaigns, including exploring street-wide opportunities and working with schools and businesses to reduce energy use
- Promoting alternatives to the private car, including a lift share campaign and promotion of cycling, walking and public transport
- Work with Fair Frome, Frome Renewable Energy Co-op and others to tackle fuel poverty

Generating Energy Renewably

- Work with Frome Renewable Energy Co-op and others to explore and install renewable energy systems
- Promote renewable energy to households, schools and businesses, for example through Frome's Green Energy Fair in September

Reducing Waste

- Work with Somerset Waste Partnership and others to promote waste minimisation and re-use. Activities will include promoting real nappies and supporting establishment of cloth library and running a resource sharing campaign
- Support the establishment of re-use projects such as Adventure's wood recycling project and exploring opportunities for setting up a building material re-use centre and scrap store
- Explore opportunities to run a plastic bag campaign, linking in with changes in legislation in 2015

Other activities include establishing robust baseline data on Frome's carbon and ecological footprint which will highlight key areas to address. The role also includes supporting new developments which incorporate the One Planet Living principles outlined in the Neighbourhood Plan.

A full timetable is attached at Appendix 1.

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Success will be measured by the extent to which the job has enabled the Council to meet its strategic objectives and activities outlined in this paper. Anna reports to Paul Wynne and meets monthly with Cllr Peter Macfadyen the sponsor of this project theme to discuss progress.

Recommendation

Approve the planned work for the year ahead.

6 For Decision - Update on Community and open space projects including the Community Grants Scheme

Authors: Community Projects Officers, Ruth Knagg and Tessa Hibbert

1. Community Grants Review

The revised grants scheme was launched at a follow-up to Participate Frome meeting and new application forms were put up onto the website on 2 April. The first deadline for applications is 23 May and this one is for project applications only. Partnership applications will be considered annually and that deadline is 25 July.

In addition to the grants scheme, a Frome Youth Bank has been launched, mirroring the main grants scheme, in order to offer financial support to youth led projects. Key criteria to assess grants will be that they offer positive leisure time activities for young people, they allow for inter-generational contact, and that they allow young people to have a voice. The Mayor for Young People and Youth Council will have a key role in assessing grants and making recommendations to EAC, thereby increasing their skills. The FTC budget for young people this year is £10,000 and no grant can be worth more than £1,000.

Next steps

- Call for applications publicised through FTC and youth council networks - on-going
- Training for Youth Council on grant making from Somerset County Council – mid May
- Applications initially screened by Community Projects Officers after 23 May before summarising and forwarding to Grants Working Party

2. Open Spaces Projects

a. The Dippy

The Outside Services Team have carried out initial pathway and bramble clearance and are seeking a formal 'Right to Work' permit from Mendip before pursuing more significant tasks such as repairs needed to steps up to Feltham Road. This would cover us from an insurance viewpoint.

The Mount Community Association has set up a new charity called Friends of the Mount, Marston & Keyford. They are in turn establishing a new management committee specifically to coordinate work offered by volunteers to supplement that of the Outside Services Team. First meeting in liaison also with Ruth Knagg is April 28. MDC is still in the process of transferring this site to FTC. It is with the legal team at present.

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Next steps

Management plan including timetable of volunteer working party days to be drawn up by the end of May and work will commence immediately.

b. Rodden Meadow and Millennium Green

Routes for the mown paths in Rodden Meadow were altered, in consultation with local residents, to incorporate the recently opened up part of the meadow. These will be maintained by The Landscape Group under contract.

Rodden Meadow has been recognised as part of the remit of Somerset Wildlife's 'Magnificent Meadows' campaign and this will bring additional expertise to the desire to maximise ecological value while providing public access and enjoyment.

Julian Hight has proposed a new campaign 'More Trees' and could be involved with community planting to realise the new masterplan.

Next steps

- Ascertain requirements of 'Magnificent Meadows' status – by mid May
- Agree the masterplan, currently being drawn up by NVB, with Millennium Green, other local residents, FROGS etc. - by end May
- Plan a series of events including: scything workshop; a community event in the autumn; tree planting; general maintenance days to coordinate with Outside Services. Timetable of events to be drawn up by end May
- Implement other parts of the masterplan from June

c. Victoria Park

Sport England has granted £50,000 towards a MUGA (Multi Use Games Area) to be sited in the Mary Bailey playing field. Drainage and planning are two of several logistical steps to be taken before this goes ahead in the summer.

Discussions with users and neighbours on the fine detail of the masterplan are on-going and a full, costed masterplan will be in place by July.

d. The Showfield

CLlr Adam Boyden has brought together members of FROGS and Mendip and plans a meeting with them and the Agricultural Society in the next month. The aim is to identify a solution to the impasse on transfer of the lease and funding for improvements to the amenities. FTC is taking a watching brief over Mendip decisions in this area but remains willing to acquire the lease and implement the management.

e. Henley Way to Welshmill Lane footpath

Planning for this new footpath was submitted by Friends of the River Frome, acting in a voluntary capacity and this has included liaison with Network Rail. Once permission is granted, the same group members may be contracted to act as formal project managers to see the construction work through.

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Next steps

- Ruth Knagg continues liaison with MDC to unlock s106 funding
- Appoint project managers to oversee implementation of work
- The formal opening remains timetabled for late August 2014

f. Community Orchard at Birchall Lane

A further batch of orchard trees are to be planted in the next month at the community orchard. Regular mowing and maintenance will be scheduled by Outside Services. Liaison with volunteer community groups is on-going to assist with immediate planting and also to consider future use and species composition of the orchard.

3. Walking and Cycling Routes in Frome Working Party report

The table of actions regarding specific paths as detailed at the last EAC meeting is due to be completed by September.

Ruth Knagg is now working with Anna Francis, Energy & Recycling Officer, to devise promotion of the information on walking and cycling routes and to make a big splash of this around national campaigns such as 'Walk to Work week' 12 – 16 May and 'World Car Free Day' on 22 September.

4. Missing Link Project Update

Rupert Crosbee of Sustrans and Geoff Pell are continuing to work hard on a number of administrative issues concerning the Missing Link path. FTC awarded this project £10,000 last year as the 'People's Grant'.

The most recent hitch was that the transfer to FTC of the land at Welshmill could not go ahead whilst the developers at the site behind Rossetti House were encroaching on the width of space required for the path. In turn, this prevented the contractors beginning work on the path as planned in April. On 3 April, a compromise with all parties was agreed and new plans drawn up.

Solicitors were instructed on 10 April to continue with the transfer and the contractors can be re-scheduled.

A number of other very specific planning issues along the route of the path are also being worked through with the Mendip planning team.

Until we have re-scheduled dates with contractors and final answers from solicitors and planning, I am unable to give a revised final completion date.

Recommendation

Approve the future work outlined in the report.

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7 For Decision - Frome Youth Services Work

Author: Community Projects Officer, Tessa Hibbert

Summary

Instead of funding a part time post it is proposed to commission an organisation(s) to deliver a basket of youth work provision across the town (i.e. local youth activities that are open to all, in neighbourhoods across the town). The maximum available budget for the year is £20,000. It is also proposed to commission Young People Frome to continue to provide support to the Mayor and Deputy Mayor for Young People and Youth Council from April 2014 to May 2015 in order to ensure that young people's views have a significant role in decision making that will affect them.

Discussion

Implementing youth work recommendations

At the last EAC meeting in February, it was agreed that Tessa Hibbert should write and advertise a tender for a half time, 2 year Youth Work Coordinator post and commission youth work organisations to apply to deliver this work. When the youth services research was undertaken there was no-one in the Town Council staff with youth work as an area of expertise. The recommendation was therefore formulated in such a way so that external knowledge and expertise could be brought in. However Tessa has the necessary skills and FTC can therefore achieve maximum impact for young people in the town by commissioning directly youth work in various locations across the town. Tessa will take on the following role, as highlighted in the youth services report:

- identify unmet need for youth provision
- make better use of existing spaces for youth provision
- provide support to local voluntary organisations through training and management advice
- undertake quality assurance of provision run by new groups

All of these projects also meet the objectives of Participate Frome.

Next steps

- Draft service specifications – end April 2014
- Advertise and appoint providers – mid May 2014
- Provision commences – end May 2014
- Review - end April 2015

Youth Council support

The recent review of the Mayor for Young People scheme has shown the value that Councillors place on ensuring that young people have a voice in decisions that affect them and that they are engaged with local democracy and society around them. In order to achieve effective representation of young people through the Youth Council and Mayor for Young People, we need to ensure the young people involved receive the level of support they require to be informed, supported and motivated. It is recommended that Young People Frome provide this support in the financial year 2014-15. This is because continuity of support to the Mayor for Young People and the

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Youth Council would be beneficial. £5,000 is available for this work. The outcomes will be:

- Confident, informed, youth presence in FTC decision making
- Key point of communication for FTC with young people's views
- Strong representation of the views of a wide range of young people's interests for consultation
- Peer support for Mayor for Young People alongside professional support
- Succession planning for Mayor for Young People (post 2015)

Taking forward the proposals of Participate Frome

A next steps workshop held at the end of March for Participate Frome with a focus on the new grants scheme was successful and community groups attending agreed to meet again in September 2014. The community database is being developed as part of the new website project and will be launched at the end of May 2014. Vision 4 Frome and Tessa Hibbert are working together to commission an updated version of the Community plan by August 2014.

Youth Council participation in Twinning trip to Chateau Gontier, June 2014

FTC has been approached by the Frome Twinning Association with a request to fund up to ten members of the Youth Council to attend the annual quadripartite event in Chateau Gontier, at a cost of £170 per head. We have recently received from Somerset County Council to support local Youth Councils. The Youth Council are happy for this grant to fund them to go to Chateau Gontier and it is recommended that it is used for this purpose.

Recommendations

1. Commission an organisation(s) to deliver a basket of youth work provision across the town
2. Re-commission Young People Frome to continue to provide support to the Mayor and Deputy Mayor for Young People and Youth Council from April 2014 to May 2015
3. Support the Frome Twinning Association's request to fund up to ten members of the Frome Youth Council to attend the planned trip to Chateau Gontier

8 For Decision – Grants secured between April 2013 and March 2014 with Green Strand support

Author: Community Projects Officer, Ruth Knagg

Below is a table of grants awarded to local groups who have been supported by Greenstrand. Ruth Knagg is working closely with Greenstrand to help evaluate the extent of the support and the options for providing further training to groups in order to enhance their ability to be more self-reliant. A more comprehensive review of the service will be carried out in advance of the EAC meeting in September.

- £87,730 in grants secured
- £10,000 pending

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Date grant awarded	Benefiting	Funder	£	Any additional notes
August 2013	Children with disabilities / special needs and their families	Frome Development CiC	4,000	Funding the POD weekly youth club
August 2013		Mencap	500	
November 2013		Somerset Community Foundation	3,000	
December 2013		Landmark Trust	2,000	
April 2013	Young people in Frome – especially those facing difficulty in school	Somerset County Council	6,500	Monday night youth drop in and music workshops delivered by Frome Media Arts CiC and Young People Frome
August 2013		Youth Music Trust	13,230	
October 2013	Allotment users and their families	Frome Development CiC	3,000	Frome Allotment Association
January 2014	Children and families in Frome (Low income families targeted via Children's Centres)	Frome Development CiC	5,500	Frome Children's Festival. An evaluation is being planned to facilitate and support applications for a 2015 Festival.
October 2013	Adults with disabilities and learning difficulties	Big Lottery Awards for All	10,000	Open Story Tellers Dreamweaver's Project
March 2014	Unemployed young people wanting to establish their own enterprises	RBS Youth Enterprise Programme	30,000	Edventure
March	New toilets, staff	Big Lottery	10,000	Frome Allotments

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2014	time and other support for people taking up new allotments	Awards for All		Association
In process Submitted March 2014	Adult learners and tutors – those who do not normally attend further/adult education classes	Big Lottery Awards for All	10,000	Frome Community Education Summer School

Recommendation

Note the report and expect a full review at the meeting in September.

9 For Decision – Community Toilet Scheme

Author: Town Centre Regeneration Manager

Summary

The Community Toilet Scheme which ran last financial year provided the public with access to toilet facilities across the town. Businesses with customer toilets were encouraged to make these available to non-customers and to advertise the fact. This report reviews the value of this project and recommends that it should continue but with greater emphasis on the promotion of the scheme.

Background

The catalyst for the current scheme was the closure of the Merchants Barton toilets in December 2011. At the time, councillors considered that with many public toilets closed in Frome there needed to be an alternative offering of facilities for public use. In March 2013, the first businesses signed up to the Community Toilet Scheme.

There are currently eight premises that are members of the Scheme. These are:

- Black Swan Arts – Justice Lane
- Café La Strada – Cheap Street
- Cheese and Grain – Cattle Market Car Park
- Costa Coffee – Market Place
- Crocker and Woods – Catherine Hill
- George Hotel – Market Place
- Old Bath Arms – Palmer Street
- Frome Town Council Offices – Palmer Street

Each of the premises (with the exception of the Town Council) received a grant of £500 last year and in return must advertise the availability of their toilets. A sticker in their window serves this purpose.

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The Scheme in Practice

The premises participating are varied: two are not-for-profit arts venues; The George and Costa are operated by larger multiple outlets; and three are local independent cafes. The members of the scheme are all fairly central but not too clustered. There are however noticeable gaps.

Conversations with some of the scheme members indicated that people do use their toilets. But this can generally only be judged by instances of people asking to find the toilets or asking to confirm they can be used and as such this evidence is qualitative. Some establishments, most notably the Cheese and Grain and the Black Swan Arts, would not necessarily need a purchase to be made anyway as they offer a free visitor attraction for which the provision of toilets is appropriate. In other establishments it would be practical for the public to use the toilets un-noticed, and any regular visitor to the town will only need to ask directions and permission once. Thus on the very limited information available we have to assume the scheme is used by town centre visitors.

It should also be noted that some of the establishments, e.g. the George Hotel and the Cheese and Grain, offer toilets for significantly greater hours each day than the public toilets in the Cattle Market do.

The quality of the signage and promotion generally leaves a lot to be desired. The basic concept is that scheme members display an adhesive advert in their window and all but one of them does. However there are at least three variants on the advert and display visibility varies dramatically. One variant clearly states "You are welcome to use our facilities" the other two do not. In one instance a post-box sticker, designed to be displayed horizontally, is actually displayed vertically.

There is no prominent signage in the key arrival points within the town centre and the existence of the scheme is not very prominent on the Town Council's existing website. The toilets are marked in the Frome App and the maps supplied in the Information Centre.

In preparing this report, no formal inspection of the facilities has been carried out. Although all establishments will be in compliance with basic environmental health requirements we have not attempted any quality assessment beyond this.

Continuing the Community Toilet Scheme

Whilst it has not been possible to undertake a quantitative assessment of the benefits of the scheme, there is no doubt that the community toilets are used by both local people and visitors. The impression created by the scheme is that Frome is a town that welcomes visitors and wants to cater for them. Given initiatives elsewhere to promote Frome to visitors, this is a potentially valuable contribution but greater prominence needs to be given to the initiative at various arrival points, on the web and through PR to ensure that the benefits are maximised.

The lack of consistency in signage is a concern. There is no mechanism established to generate feedback from either scheme participants or visitors to the town. There is

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also no mechanism by which the Town Council can assess the standard of service provision including signage. This could be achieved by the use of mystery shoppers.

Conversations with some participants have indicated that funding from the Town Council is necessary to maintain the advertised service although they would always seek to show goodwill on request. However, given the budget for this project i.e. £5000 in 2014/15, maintaining the grant level at £500 per business would restrict the ability of the Council to effectively promote the scheme.

It is therefore proposed that the scheme continues. However, this should be subject to the following:

- Each participating establishment to receive £400 to cover running costs and insurance absolving the Council of any liabilities arising
- More effective promotion of the scheme by the Council
- All participating establishments to be issued with new consistent promotional signage to be displayed prominently near the customer entrance
- The Town Council to establish a mechanism for feedback from the businesses and visitors
- Over the current year, the Town Council to assess the quality of the toilets being offered: e.g. ease of access, ease of use etc. probably via a volunteer mystery visitor scheme

Recommendations

1. Continue the Community Toilet Scheme within the allocated budget enabling a maximum of 8 business participants to be involved
2. The level of grant per participant be reduced to £400 to enable the Council to introduce more effective promotion utilising the allocated budget
3. Each participant entering into an agreement requires them to display new signage prominently, cover running costs and insurance and maintain their toilets to a standard to be confirmed
4. The establishment of a mechanism for feedback from the businesses and visitors
5. An assessment of the quality of the toilets being offered through a mystery shopper scheme

10 For Information – Neighbourhood Plan Update

Author: Planning & Development Officer

Summary

This report sets out the current position of the Neighbourhood Plan and the process through to submission to Mendip.

Following the public consultation on the Neighbourhood Plan, 50 consultation responses were received from statutory Consultees and members of the public. The responses from members of the public were mostly supportive of the plan, its Vision and Core Objectives.

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The responses have been collated and we are working with our Consultants Tetlow King to resolve the issues raised where possible.

Some of the Statutory Consultees have made suggestions for changes and additions to the wording of some of the policies, and others have welcomed the initiatives within the plan.

The main objections to the plan have been received from Mendip, these objections range from some of the policies being too vague or too onerous, to not being consistent with the Local Plan. A meeting had been arranged to go through their objections on the 23 April, this was the earliest date Mendip could offer as their priority was to deal with the Local Plan Enquiry. A verbal update will be provided at the meeting.

The table below sets out the proposed timetable following that meeting through to submission to Mendip. Once submitted to Mendip, they will then have to carry out a further 6 week Public Consultation. This will be followed by examination by an Inspector into the soundness of the plan and then finally to public referendum.

Neighbourhood Plan – timetable for submission to Mendip

1	Meeting with MDC not possible until 23 April (due to Local Plan examination)	23 April	½ day
2	Send agenda, collated responses and recommendations to Steering Group	29 April	½ day
3	Steering Group meeting	6 May	½ day
4	Write up outcomes from Steering Group & circulate	7 May	½ day
	Jane on leave 9 & 12 May		
5	Respond to consultees, based on the actions agreed by the Steering Group	16 May	1 week
6	Deadline for further responses from consultees	6 June	3 weeks
7	Complete statement of community consultation (complete within the 3 weeks for consultees to respond)	6 June	
8	Review responses & update consultation summary sheet based on responses and publish on website	11 June	3 days
9	Meeting with JL/GB/TK to discuss responses	12 June	½ day
10	Send agenda with final amendments to Steering Group for agreement	13 June	½ day
11	Steering group meeting to agree what amendments to make	18 June	½ day
12	Submit Plan to Council for approval	extraordinary meeting 25 June (prior to EAC)	1 day
15	Send final amendments to Tetlow King (Sonya) to produce final document and reprint	4 July	3 weeks
16	Submit to MDC	End of July	

11 The next meeting will be at 7pm on 25 June 2014, Saxonvale Centre

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Draft Minutes of a meeting of the External Affairs Committee

Wednesday 26 February 2014 at 7pm
Assembly Rooms, Christchurch Street West, Frome. BA11 1EB

Present:

Councillors: Tricia Golinski; Damon Hooton; Peter Macfadyen; Mel Usher
Alex Shingler (Deputy Mayor for Young People)

In attendance:

CLLr Toby Eliot, CLLr Pippa Goldfinger, Nikki Cox (Fair Frome), Chris Hare (Warminster & District Food Bank), Rachel Bodle (Mendip Community Credit Union), Mike Forbes (Mendip Community Transport), Caroline Wood (Frome Standard), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Sarah Hobbs (Community Projects Officer), Ruth Knagg (Community Projects Officer), Tessa Hibbert (Community Projects Officer), Patrick Moss (Town Centre Regeneration Manager), Laura Poulton (Administration Officer)

20 members of the public.

Minute Ref	Agenda Item	Action
2014/1/EAC	<p>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</p> <p>Mike Forbes from Mendip Community Transport thanked FTC for their support. He explained that MCT have twenty four mini buses and they assist a variety of transport needs from transporting those with special needs to visits to Glastonbury Tor. He noted that they also do work with community groups and since 2002 they have helped 500 groups, 26 of which have been in Frome. Their operating costs were £700,000 and raised through service charges. CLLr Usher noted that there could be a very positive link with Fair Frome and that FTC would be happy to help advertise their services as much as possible.</p> <p>CLLr Hooton informed CLLrs that he was now a member of the Mendip Corporate Asset Management Group.</p>	
2014/2/EAC	<p>2 SHORT TALKS FROM:</p> <p>a. Nikki Cox, Fair Frome</p> <p>Nikki explained that Fair Frome receives its funding from FTC and the Muriel Jones foundation. At the time the Fair Frome office was based at the Frome Town Council Office in Palmer Street however they were searching for more permanent premises.</p> <p>She noted that they were currently working with Warminster and District Food Bank as well as a utensil drive which had been well received.</p>	

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	<p>b. Rachel Bodle, Mendip Community Credit Union Rachel explained that the Mendip Community Credit Union was run by volunteers, they currently had 700 members and £370,000 worth of savings.</p> <p>She noted that they had been operating in Frome for six years, however local people only account for 15% of their membership. The MCCU were about to open a new service point at the Key Centre and were developing a collection point at the Fair Frome office.</p> <p>Rachel noted that FTC was the first corporate member.</p> <p>c. Chris Hare, Warminster & District Food Bank Chris Hare explained that there were a many number of reasons people come to rely on food boxes. He noted that on average ten boxes were given to people in Frome in a week. In the last five months the food bank had helped 916 people in the Frome area.</p> <p>Chris noted that they had recently been given storage space at the Cheese & Grain for the food boxes. He explained that the food bank is run by volunteers and the food is collected from Sainsbury's after donations from the public.</p> <p>Cllr Usher noted that the inequalities were only going to grow unless more organisations like FTC find some way to overcome issues of poverty. He said he would like the food bank and credit union to become bigger and better used by local people.</p>	
<p>2014/3/EAC</p>	<p>3 a. APOLOGIES The Chairman formally opened the Council meeting at 7.05pm and apologies of absence were received from Cllrs Anderson, Berry, Burgess, White and Cara Honey, Mayor for Young People.</p>	
<p>2014/4/EAC</p>	<p>3 b. DECLARATION OF INTERESTS A declaration was received from Cllr Hooton who has a seat on MDC that his view on any items on this agenda as an FTC member were not necessarily those as his role as an MDC Cllr. Cllr Hooton also declared a non-prejudicial interest in item 8.</p>	
<p>2014/5/EAC</p>	<p>3 c. MINUTES The minutes of the External Affairs Committee meeting held on 18 December 2013 were amended to better reflect the context of comments made by Cllrs White and Usher in item 5 and were then approved as a true record of the meeting and signed by the Chair.</p>	

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<p>2014/6/EAC</p>	<p>4 AN UPDATE ON WHAT THE COUNCIL IS WORKING ON AT THE MOMENT</p> <p>Cllr Macfadyen enquired about the status of the Community Orchard. The Town Clerk explained that due to the continued bad weather the planting had been delayed.</p> <p>The Economic Development & Regeneration Manager explained that with regard to the Palmer Street resurfacing project FTC were still seeking to understand why SCC decided to postpone after only one late objection. He noted that he was working with SCC to see if the objection could be resolved.</p> <p>The Town Clerk noted he had received a letter from leader of SCC asking FTC to support the Somerset Levels Relief Fund. Cllr Usher asked that a proposal was given at the next Council meeting in April.</p>	<p>PWy</p>
<p>2014/7/EAC</p>	<p>5 FOR DECISION – UPDATES ON PROJECTS LED BY THE COMMUNITY PROJECTS OFFICER</p> <p>The Community Projects Officer introduced Ruth Knagg and Tessa Hibbert who would be covering her role during her maternity leave.</p> <p>a. Community Grants Review</p> <p>The CPO noted that the next round of grants would begin in April. Ruth Knagg would be administering the new system which had been simplified after a recent review of the Community Grants application and award processes.</p> <p>Cllr Usher requested that the Community Grants were well advertised for the next round in April.</p> <p>The recommendation was to endorse the new grants system for 2014/15.</p> <p>B. Review of Open Spaces Strategy</p> <p><i>The Dippy</i></p> <p>The CPO noted the transfer of the Dippy was still imminent. Edventure had been carrying out public consultations with local people about what they wanted for the area for the future. She explained that the Outside Services team had already begun work such as clearing brambles and opening up foot paths. The next steps were to work with the community to produce a master plan.</p> <p>Cllr Usher requested a tighter timetable for delivery.</p> <p>Cllr Goldfinger noted it would be worth talking to residents close to the Dippy for their knowledge of how to deal with the problem of horses.</p>	<p>RK</p> <p>RK</p> <p>RK</p>

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	<p>noted it was possible to apply to get a walker friendly town status.</p> <p>The recommendation was to endorse the action plan and next steps of the Walking and Cycling Routes report.</p> <p>D. Proposals to take forward Frome Youth Services Work The recommendations were to:</p> <ol style="list-style-type: none"> 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 <p>E. Taking forward the proposals of Participate Frome The CPO noted that Ruth and Tessa would be working with local communities through the Participate Frome brand. They would be organising a meeting for March 2014 to start working out how the recommendations from Participate Frome can be developed with local groups.</p> <p>The recommendation was to endorse the next steps for delivery of Participate Frome findings.</p> <p>The six recommendations were taken as one and proposed by Cllr Golinski, seconded by Cllr Usher and agreed unanimously.</p>	
<p>2014/8/EAC</p>	<p>6 FOR DECISION – PROPOSED APPRENTICESHIP HUB The Economic Development & Regeneration Manager explained that in Frome, 170 businesses employ apprentices. The EDRM and Tessa Hibbert undertook research among employers and young people and discovered that the demand for apprenticeships was outstripping supply. He noted that 90% of the students who took part in the research were interested in pursuing an apprenticeship after education. They found that a large problem was the volume of training providers and therefore employers and young people were unsure of whom to approach. In addition small businesses were reluctant to get involved and take on responsibility of an apprentice due to time and resources.</p> <p>The EDRM noted that Frome College were hoping to work with FTC to establish a ‘Next Step hub’ for students and businesses, which would also help coordinate the delivery of training. Cllr Eliot noted that what was being proposed was new and different with a focus on the provision.</p> <p>Cllr Usher noted there was a need to identify who the main players are. He proposed to amend recommendation 3 to add that up to</p>	

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	<p>£30,000 be allocated from the budget.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> 1. Support the principle of the establishment of an apprenticeship hub in Frome with Councillor Toby Eliot acting as ‘Project Sponsor’ 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, including identification of the main players, to enable contracts to be entered into when negotiations are completed and up to £30,000 is allocated from the budget <p>Proposed Cllr Hooton, seconded Cllr Usher, agreed unanimously.</p>	<p style="text-align: center;">PWh</p> <p style="text-align: center;">PWh</p>
<p>2014/9/EAC</p>	<p>7 FOR DECISION – PROPOSED WORKS TO BOYLE CROSS AND THE MARKET PLACE</p> <p>Cllr Usher noted that although the cost of £300,000 seemed a lot, a large part of this would be contributed from Asda as part of their s106 agreement.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> 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. Report to Council 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 <p>Proposed Cllr Usher, seconded Cllr Golinski, agreed unanimously.</p>	<p style="text-align: center;">PM</p> <p style="text-align: center;">PM</p>
<p>2014/10/EAC</p>	<p>8 FOR INFORMATION – PROGRESS TOWARDS A PARKING STRATEGY FOR FROME</p> <p>The Town Centre Regeneration Manager noted that from his discussion with MDC officers so far, the key element for MDC was that the parking strategy was revenue neutral for them. He noted that they were open to receiving other suggestions.</p> <p>Cllrs noted the paper.</p>	
<p>2014/11/EAC</p>	<p>9 FOR DECISION – TAKING FORWARD THE DEBATE OVER THE FUTURE OF SPORT AND LEISURE SERVICE PROVISION IN FROME</p> <p>Cllr Damon Hooton informed Cllrs that Cllr Helen Sprawson White</p>	

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	<p>was the new shadow portfolio holder for Regulatory Services.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> 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 <p>Proposed Cllr Usher, seconded Cllr Golinski, agreed unanimously.</p>	<p style="text-align: right;">PWy</p> <p style="text-align: right;">PWy</p> <p style="text-align: right;">PWy</p>
2014/12/EAC	<p>10 FOR DECISION - ACQUISITION OF AN OPEN SPACE AT FOUNDRY BARTON AND A SECTION OF RIVERBANK AT HENLEY WAY</p> <p>The Town Clerk clarified that the term 'make good' used by the developers Persimmon meant the play park is removed and the ground rotivated.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> 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 <p>Proposed Cllr Hooton, seconded Cllr Usher, agreed unanimously.</p>	<p style="text-align: right;">PWy</p> <p style="text-align: right;">JW</p>
2014/13/EAC	<p>11 FOR DECISION – SUPPORT FOR FROME FESTIVAL</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> 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 <p>Proposed Cllr Hooton, seconded Cllr Usher, agreed unanimously.</p>	<p style="text-align: right;">PW</p>
2014/14/EAC	<p>12 DATE OF NEXT MEETING</p> <p>The next meeting will be at 7pm on Wednesday 30 April, Saxonvale Centre</p>	
<p>The Chair closed the meeting at 9.17pm</p>		