

FROME TOWN COUNCIL

making Frome a better place

The next meeting of Frome Town Council's

EXTERNAL AFFAIRS COMMITTEE

Wednesday 4 September, 7pm

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

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 A short talk from Angela Kerr from Vista Project
- 3 Apologies for absence, declaration of members' interests and minutes from the last meeting on 26 June 2013
- 4 A quick review on previous actions and what is coming up next time
- 5 To decide on which community grants to award
- 6 Fundraiser service review and proposal for a new contract
- 7 Update on Frome Youth Services project
- 8 Rodden Meadow and Millennium Green – update, acquisition and proposed timetable for future works.
- 9 Dippy – update, including new residents group, planned site management and future community engagement
- 10 Update on acquisition of Garston Road play area and proposed timetable for future work
- 11 Proposal to establish working party to audit existing street furniture and start removing and restoring
- 12 Approval to make surface improvements to Palmer Street
- 13 The next meeting will be at 7pm on Wednesday 23 October, Saxonvale Centre, Frome

Yours sincerely



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

28 August 2013

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AGENDA

- 1 Questions, comments and information from the public**
- 2 A short talk from Angela Kerr from Vista Project**
- 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 June 2013**

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4 A quick review on previous actions and what is coming up next time

SUMMARY OF RESOLUTION	MINUTE NO.	CMTEE	MEETING DATE	RESPONSIBILITY	PROGRESS REPORT	Target Date
Participation Week		EAC		Sarah Hobbs	Renamed Participate Frome week to be held in November 2013	01/11/2013
Children's trail for riverside walk	2013/32	EAC	15/05/2013	Sarah Hobbs	Sarah Hobbs in contact with Cllr Sprawson White	
Renewable energy	2013/33	EAC	15/05/2013	Peter Wheelhouse	The Converging World are proceeding with their research around energy consumption and potential renewable energy generation in Frome and the development of the Energy Hub that will present this information online. A presentation will be made to Cllrs at the next EAC. Bath & West Community Energy are finalising their work on behalf of FTC & Sustainable Frome to establish FRECo	01/12/2013
Community Tree Planting Scheme		EAC		Sarah Hobbs	Simon Woollen to plant orchard trees at Birchill in the Autumn	
Cheese & Grain project		EAC		Peter Wheelhouse	Work on this refurbishment started on 5 August and is proceeding to schedule	23/10/2013
Neighbourhood Plan public consultation	2013/48/EA C	EAC	26/06/2013	Peter Wheelhouse	On schedule for Autumn	
The Dippy as an open space	2013/49/EA C	EAC	26/06/2013	Sarah Hobbs	On agenda	23/10/2013
Support Frome Carnival	2013/50/EA C	EAC	26/06/2013	Peter Wheelhouse	Following the Council's agreement to provide financial support to the Carnival, it has been confirmed that much street entertainment through the day of this year's Carnival has been booked	
Write to MDC & SCC asking to note our support for the FTI and for them, in turn, to register their support with national government.	2013/51/EA C	EAC	26/06/2013	Paul Wynne		
Walking and Cycling Working Group	2013/52/EA C	EAC	26/06/2013	Sarah Hobbs	Next meeting planned for September	23/10/2013
Heart of Wessex Local Action Group	2013/54/EA C	EAC	26/06/2013	Peter Wheelhouse	The bid to establish a new Heart of Wessex Local Action Group (LAG) and bring Rural Development Programme for England funding to Frome for the first time has received positive support from the regional team at Defra. The National Panel is due to meet to consider this bid shortly. Assuming a positive outcome, the first meeting of the LAG is likely in October at which FTC will start to take part in the development of a programme for this area. MDC consider FTC's proposal acceptable & are drawing up the legal agreement for the transfer of the money	23/10/2013
Land Acquisition with S106 money	2013/57/EA C	EAC	26/06/2013	Jackie Wheeler	Review of grants scheme	23/10/2013
People's Grant	2013/59/EA C	EAC	26/06/2013	Paul Wynne/Sarah Hobbs		
Discuss Work Programme and Budget		EAC		Jackie Wheeler		23/10/2013
Updates on training		EAC		Peter Wheelhouse		23/10/2013
Market Place/HLF bid		EAC		Peter Wheelhouse		23/10/2013
WW1 memorial event (100 years ago)		EAC		Paul Wynne	Event at the War memorial maybe on 4 Aug to commemorate the start of WW1. A partnership between Memorial Theatre, British Legion and FTC.	23/10/2013
Review of Open Spaces strategy		EAC		Sarah Hobbs		23/10/2013
Mindset presentation		EAC			Caroline to organise with Mindset	23/10/2013
Finalise Work Programme and Budget		EAC		Jackie Wheeler		18/12/2013

Key

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

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5 For Decision – Community Grants Round 2

Author: Community Projects Officer

Summary

This paper draws Councillors' attention to the outcome of the Grants Advisory Group meeting for the second round of FTC Community Grants, which can be seen below by Cllrs only.

This round we received 15 large and 8 small grant applications, totalling £39,560.69.

Following the meeting of the Grants Advisory Group, a total of £11,687 is recommended to be allocated to community projects in the second round. This leaves £27,518 for the third and final round, which closes on 2 December 2013.

Recommendation

The recommendations of the Grants Advisory Group are attached and it is recommended that Cllrs endorse these as a block.

6 For Decision – Fundraiser Service review and new contract

Author: Community Projects Officer

Summary

The 12 month fundraising services contract is coming to an end and we need to decide whether to proceed with this service and if so how. This paper recommends that we do continue with the service; propose to Green Strand, the current service provider, to continue and to change the focus slightly in line with the lessons learnt over the past year.

Background

Green Strand successfully bid for this work last summer and its main focus has been to support community groups in the town to attract external funding. On the whole this has worked well.

Green Strand has been working with ten community/civic groups in Frome and has had three successful grant applications which total £24,630 for these groups. There are also a number of further applications that are being written or have been submitted.

Over the past year, Green Strand has also run two fundraising workshops and is planning a third session in September. The workshops aim to support local groups accessing funding through grants.

Green Strand has also provided support to FTC in applying to the Inspired Facilities grant for a new Multi-Use Games Area (MUGA) in Frome. The bid was not successful in the first round, but we have received feedback from Inspired Facilities who have

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suggested that a few small improvements will make the application suitable for resubmission in the next round in December.

External funding for FTC projects and services has been successful in other areas and without the need to call on Green Strand's services. For example, over the past year approximately £47,000 has been secured from SCC, £30,000 from MDC.

Discussion

The local organisations that have been supported by Green Strand have found it valuable. FTC's investment (of £10,000) has resulted in helping to bring nearly £25,000 into the town. Also, the time invested by Green Strand in developing the ability of local organisations to be more fundable in future combined with the funding applications that are in progress while not quantifiable leads me to believe that we should continue with this service to the community. We have had positive feedback from the two workshops. Being able to signpost community groups to a fundraising advisor has been of benefit to the work that we do with communities at FTC.

The contract will need to be refined a little in light of the lessons learnt but not substantially. In addition, I am now in a position to manage the contract more closely which was not the case in earlier in the year. We have the capacity within the staff body to source external grants for FTC projects, with the fundraising service provider in an advisory role.

Green Strand has built a dialogue and good working relationship with local organisations and it is reasonable to discuss with them, in the first instance whether they feel they can continue for another year. The specific content of the new contract will be developed by me and then discussed with Green Strand. If agreement with Green Strand cannot be reached the contract would need to be advertised.

The current budget for this contract is £10,000 and it is proposed to retain this. The source of the budget could reasonably be taken from the community grants budget in 2014/15 given that its purpose is to source grants for community groups.

Recommendations

1. That the fundraiser contract is amended in the light of the lessons learnt in its first year
2. That discussions with Green Strand are then opened to see if it is possible to continue and if not to advertise for a new contractor
3. That the service is funded from the Community Grants budget in 2014/15

7 For Decision – Frome Youth Services Research

Author: Community Projects Officer

Summary

This is a summary of the work undertaken to date by the Youth Research Manager

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who started the project in July 2013.

The project aims to gain an understanding of how well the needs of children and young people in Frome are being met, what their personal development and leisure time needs are and are likely to be in the future and how these can be met in the future.

Any recommendations will be based on clear evidence of current and future needs of children, their families, and young people, and will provide:

- Strategic direction for provision by public and voluntary sector, leading to greater co-ordination
- Evidenced basis for any future decisions on the transfer of services from county to local level
- Evidence of gaps in service provision that can be used by groups to back funding applications.

Background

This project has been funded by Somerset County Council under their Community Enablement Fund. The application was made jointly with the YMCA and Tessa Hibbert has been contracted to deliver this project. She is being managed on a day to day basis by me.

The research began in July 2013 and a final report will be produced by 31 October 2013 and presented at a meeting of stakeholders (possibly during the town's Participation Week).

A key element in this research is the development of a young researchers' group, made up of 15-25 year olds from the town, leading research with other young people about what facilities and support services they want.

Other research methods being used include:

- A survey of youth organisations covering Frome (so far, 134 have been identified)
- Interviews with 9 key children and youth organisations, to get their perspective on children and young people's needs
- Questionnaires/ focus groups with 10% of the target youth population – about 300 young people
- Promotion of the research via website and local media to reach out to the wider community

Recommendation

Endorse the work to date on the project and note that the results of the project will be tabled at the EAC meeting following 31 October on 18 December.

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8 For Decision – Rodden Meadow and Millennium Green

Author: Community Projects Officer

Summary

Rodden Meadow has been identified through the River Corridor Strategy as a key area where improvements could be made in amenity and wildlife value and where the presence of the river should be enhanced. The strategy also identifies that the meadow could be incorporated much more closely with the adjacent Millennium Green so the whole area is enhanced as a haven for wildlife and recreation.

FTC is working closely with the local communities to develop plans for the two sites as one whole. The objectives of the plans are as follows:

- To make changes to the area in order to encourage interaction and appreciation of the river; give a stronger identity that brings the two sites together into one area
- To develop a management plan for amenity and wildlife use of the sites, for the benefit of both people and nature
- To develop a communications plan for these areas, with the aim of interpreting and celebrating a real jewel in the heart of Frome
- And to achieve this by bringing together various groups with an interest in the sites and to engage with local people to use, protect and value this area

Background

Rodden Meadow is an existing grassland site, currently used by people for amenity use, dog walking, and as a thoroughfare between the town centre and residential areas to the east of the town. The whole area is owned and maintained by FTC with the exception of the paddock at the eastern end which is currently grazed by ponies. We are in the process of acquiring this site, which will be incorporated into the overall plans for the area. Historically, a number of local groups as well as the Town Council have been involved in the management of Rodden Meadow to a certain extent, although there is no overarching management plan, strategic aim for the site or agreement of roles.

The Millennium Green is currently owned by Mendip District Council, and is leased to the Millennium Green Trust on a long lease which manages the site. It is a steep, wooded area which is separated from Rodden Meadow by the paved footpath. Despite this proximity, the two areas feel distinctly different, a feeling which is enhanced by the presence of a fence and a wall and the abrupt change in habitat from grassland to woodland.

Progress

To date, I have met with all the groups who have historically had some input in Rodden Meadow and Millennium Green to gather information and ascertain their interest with working on the shared plans. The response has been very positive and we met to undertake a walkover meeting in June to discuss priorities and initial plans.

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One member of the group is a professional landscape architect and they have offered to help in a voluntary capacity to draw up the plans. As well as the other Frome-based groups, we also hope to work more closely in partnership with Somerset Wildlife Trust who has recognised the value of the sites, particularly Rodden Meadow as a wildflower meadow.

The trustees of the Millennium Green Trust have found it increasingly difficult to manage their site, most significantly in terms of liability and insurance costs of managing and maintaining a woodland. This has been very time consuming for the group, who are otherwise very active in working with volunteers to maintain and enjoy the more manageable aspects of the site. To support the group, FTC is working with the Trust to draw up plans for FTC to take over the essential management works of the Millennium Green possibly with a view to taking over the lease of the site in the future if need be.

It is necessary to manage the meadow. In the past FTC has paid a local farmer to mow it but this has been a cost, the bails have no value. Scything is a traditional grassland management tool and I am currently organising a scything workshop for volunteers to learn how to use scythes safely on 3 September. There is then the potential to develop a bank of 'scything volunteers' into the future. This would enhance community engagement as well as provide a financially and environmentally sustainable way of managing the meadow in future.

Next Steps and timescale

- Creation of maps and habitat management plans by October 2013
- Undertake information sharing exercise and public engagement on the new plans November – December 2013
- Creation of final project brief and long term management plan by March 2014, which will be shared with members at that time.

Recommendations

1. Note that the acquisition of the final parcel of Rodden Meadow is nearly complete.
2. Endorse the approach taken in working with the Millennium Green Trustees
3. Agree to take on the lease of the Millennium Green if necessary in future
4. Agree the next steps and timetable in the paragraph above.

9 For Decision – Upcoming proposals for The Dippy

Author: Community Projects Officer

Summary

The Dippy of one of the sites that is being transferred to FTC from MDC. Although this has not been completed yet, we are continuing to support the local communities in forming plans for consultation and implementation of new ideas to make the site a safer, more popular community space which is well used and rich in biodiversity.

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Background

The Dippy is a linear open space which lies between Long Ground, The Mount and Adderwell residential areas. It is largely used as a thoroughfare and for dog walking. It is characterised by sloping sides and a large trapezoidal concrete channel which runs along the length of the site, with a small stream of running water within it. There is a small block of young woodland which was planted some years ago and is in need of management. Other habitats include grassland, some of which is sporadically grazed by tethered ponies, and scrub which includes bramble and blackthorn. Dog mess is abundant throughout the site, and fly tipping is an issue in a number of places.

Since my last update in May 2013, we are still waiting for confirmation that the transfer from MDC to FTC has been completed. The Dippy is identified through our Open Spaces Strategy as a high priority site for FTC to acquire in order to create a community space that is well used and of high value to local people and wildlife.

All our work at FTC with communities must be tailored specifically to be appropriate to the individual context of the site and situation and while, the site will soon be owned by FTC, our approach with The Dippy is very different to our work with other open spaces and groups within the town. There is a history of local action in the area, particularly through the Mount Community Association (MCA) and we are working in partnership with them to support and empower the local community rather than dictate the management aims and objectives of the site prior to understanding local priorities. This means that from our current position at the beginning of this relationship we are not working to a set project brief, rather, that this will be developed in time by working closely with local people. During the early discussions we are identifying parameters beyond which the Dippy cannot be used.

Progress

The MCA is in the process of disbanding to form a larger area group, and there are now plans to form a 'Friends of The Dippy' group who will take leadership on improvements to the area, with the support of FTC and other groups. The first meeting to form this new Friends group will take place on the 9 September and this meeting will also provide a useful platform to start the consultation on the area, which in time will be rolled out to a much larger scale.

Part of the early community engagement project work will be conducted by Edventure Frome who approached me with a proposal to administer the community engagement part of the project. They are working with leadership from a professional facilitation trainer, and will undertake the initial public consultation for the site. They propose that the process would gain essential information about local people's views on the site whilst providing training and learning opportunities to the community group. We are keen to work with the group, firstly because of the benefits outlined above, but also as a pilot/flagship to encourage other groups to approach us to be involved in other FTC projects in a similar way.

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The Outside Services team have gained access to the site to manage vegetation alongside the public footpaths as overhanging vegetation had been identified as a nuisance for local use. The team will continue to manage the site appropriately and in support of the local Friends group, once established.

Next Steps and timescale

- The OS team plan to continue proactively to manage the site and support local people in looking after the site and retaining public access
- Establishment of the Friends of the Dippy Group – Autumn/Winter 2013
- Consultation and priority setting by Edventure Frome – September – December 2013
- Collate community priorities into project brief and options for the site to bring to EAC meeting – Spring 2014

Recommendations

1. Endorse the approach taken in managing the site in the short term and in working with Edventure Frome and the local community
2. Agree the next steps and timetable in the paragraph above

10 For Decision – Update on Garston Road Play Area

Author: Community Projects Officer

Summary

The play area at the new Garston Road housing development is due to be transferred to FTC by October 2013. Once it is transferred, we propose to work closely with local communities to draw up plans for appropriate play and activity equipment to go on the site.

Background

The transfer of the piece of land in the centre of the Bloor Homes Garston Road development to FTC has been pending for a couple of years now. The delay has been to the great frustration of local residents, particularly those who have moved into the estate with the understanding that the play area would be available to use when in fact it has been fenced off.

The s106 agreement that accompanies the transfer will be accompanied by £165,000 to enable us to install and maintain equipment.

Progress

We have met with representatives of Bloor Homes and MDC on site to make the final arrangements for the land transfer. Bloor Homes are in the process of providing survey reports and other site information as part of the conditions of their planning permission. They will also be making the fence safe and reseeding part of the site in order that it is transferred to FTC in a suitable condition for consultation and installation of equipment.

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Next Steps and timescale

- Finalise the transfer of the site to FTC – October 2013
- Work with local communities to draw up plans for the play area – October – December 2013. There may be an opportunity for a local organisation to carry out this work as the s106 budget includes an amount for consultation.
- Bring options, timescales and costings brief to EAC February 2014 for implementation as soon as possible thereafter and certainly in late Spring early Summer 2014.

Recommendation

1. Note that the acquisition of this site is imminent
2. Endorse the proposed next steps above
3. Agree to delegate to the Town Clerk the decision over whether to contract a local organisation to carry out the engagement with the local community in order to draw up a plan for the play area
4. Agree the timescale above that concludes with in the new equipment installed by late Spring/early Summer

11 For Decision – Street Furniture – existing and future

Author: Cllr Pippa Goldfinger and the Town Clerk

Summary

Street furniture in Frome is in a very poor condition and has been installed in an uncoordinated way. New street furniture needs to be of a high design quality and sympathetic to the town. Frome historic Cockey Lamps need to be restored.

This paper proposes to establish a working party to audit existing street furniture, create and implement an action plan and provide guidance for new furniture.

Existing and new Street Furniture

Auditing existing street furniture including signage and then deciding what is necessary, removing that which is not, maintaining the rest and placing new furniture in the right place of the right type are essential tasks if the town centre remodelling project delivers a visually coherent street scene in the future.

At present though new street furniture is commissioned on an ad hoc basis by Frome Town Council and Somerset Highways. This has resulted in a mishmash of styles with no overarching vision thereby diminishing the impact of what good historic street furniture we have left. In particular, road signage in and around Frome is a mess with excessive signage in some areas, an absence in others and misleading signs referring to redundant road systems elsewhere. There is poor provision of pedestrian signage.

An audit will enable us to identify what needs to be done and the working party will produce a plan of action. FTC staff are trained in working on the highway and,

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resources permitting, are able to carry out a lot of the necessary work – given the necessary permissions.

We also need to be confident that any new street furniture is to a high design standard. The proposed audit is the first step in this and it is very likely that a guide to new street furniture will be necessary. It is proposed that a design guide be produced with a menu of appropriate contemporary street furniture which compliments but does not detract from the existing historic environment. At this stage we are not in a position to know a budget for this work and therefore it is proposed that in principle support for this guide is given.

Cockey Lamps

The role of our historic Cockey Lamps and iron railings are a special case within the context of street furniture and are in very poor condition. Many have been removed in recent years by SCC. Restoring the remaining lamps is a high priority.

Much work has been done by FTC and others in generating a comprehensive list of their whereabouts and their condition. This reveals that most are in poor condition and in need of maintenance, repair or restoration. Some are on private land while most belong to the highways authority (SCC) who struggle to maintain them adequately.

In order to do this work properly, all parties need guidance in the form of a specification to restore historic street furniture such as Cockey Lamps and iron railings in the town. This specification will ensure historic accuracy and continuity of approach to the restoration of historic street furniture which includes listed structures such as Cockey lamps.

A member of the Civic Society has approached us and offered to provide this specification and it is proposed that we encourage the Civic Society to submit a grant application to enable this guide to be produced. It would be up to this committee to consider such an application in the round.

Recommendations

1. Agree to establish a working party to collate existing audits and studies and produce a thorough audit of all street furniture in the town centre and all Cockey Lamps in the town. This working group will be led by Cllr Goldfinger and include interested individuals and experts in the town.
2. Return to this committee on 26 February at the latest with findings of the audit and recommendations.
3. Give in principle support for a new street furniture design guide that will inform the town centre remodelling project.
4. Encourage the Civic Society to apply for a community grant to provide a specification for maintaining and restoring existing historic street furniture in the town, primarily this is Cockey lamps.

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12 For Decision – Palmer Street Improvements

Author: Economic Development & Regeneration Manager

Summary

The purpose of this report is to secure endorsement for proceeding with improvements to Palmer Street utilising the Town Centre Improvements earmarked reserve.

Background

Members will be aware that over the years the use of Palmer Street by heavy goods vehicles (HGVs) has caused some damage to the pavements especially on the junction with Bath Street. Somerset County Council was proposing to repair this damage and re-surface the carriageway using tarmac later this calendar year as part of its maintenance programme.

Following consultation with the Leader and the Chair of External Affairs, the County Council was contacted to explore whether a different surface treatment could be used which is more sympathetic to the historic character of the street and would encourage drivers to see the street as one where the pedestrian has priority. This idea fits well with the Town Council's commitment to improve the appearance of the town centre and make it more pedestrian friendly and follows the completion of the Town Centre Remodelling Feasibility Study in 2012.

Proposals

The response from the County Council has been to propose a scheme including the following elements:

- Replacement of the existing brick pavers on the footway with materials that would better take the weight of HGVs – thicker brick pavers have been suggested but slabs are also being investigated
- The replacement of tarmac with natural stone setts on the carriageway
- Creation of a shallower kerb but using the existing kerbstones between the footway and carriageway to create the impression of a 'shared space.'

Surfaces will be level, will be easy to walk along and will be suitable for the disabled and those with prams, pushchairs etc. to navigate. Vehicle parking would be retained in defined bays and drivers would continue to be able to drive in both directions.

Contact has been made with key property owners in the street and traders through the St. Catherine's Traders Association. They have all expressed their support for the scheme; further consultation will take place when the County Council has completed its designs at the end of September.

The total cost of the scheme is estimated to be £95,000. The County Council has agreed to contribute £12,000 from its maintenance budget and a local property owner has offered to contribute up to £20,000 to reflect their view that an improvement of

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the surface of the road would help to generate additional footfall. Frome Town Council would be required to contribute the balance. The Economic Development & Regeneration Manager is investigating other sources of external funding but in order for the County Council to place the contract for the work, Frome Town Council would need to commit as soon as possible to contributing the balance i.e. £63,000.

It is considered that this work would improve the attractiveness of the St. Catherine's area and will generate additional footfall and investment in what is emerging as a popular independent retail and restaurant 'quarter.' It could be considered as the first phase of plans to remodel the town centre.

The work would be scheduled for the early part of 2014.

Recommendations

Endorse the scheme and a financial contribution of up to £63,000 from the Town Centre Improvements earmarked reserve to enable the work to proceed

13 The next meeting will be at 7pm on Wednesday 23 October, Saxonvale Centre, Frome

Draft Minutes of a meeting of the External Affairs Committee		
Wednesday 26 June at 7pm Frome Medical Practice, Enos Way, Frome		
Present:		
Councillors: Dave Anderson; Graham Burgess; Adrian Dobinson; Tricia Golinski; Peter Macfadyen; Mel Usher; Nick White. Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)		
In attendance:		
Gill Bawler (Mendip Family Focus Programme Manager), Geoff Pell (Missing Link), Claire Wilson (Somerset Standard), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Jane Llewellyn (Planning & Development Officer), Laura Poulton (Administration Officer)		
Approx. 10 members of the public		
Minute Ref	Agenda Item	Action
2013/41/EAC	1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC None was received	
2013/42/EAC	2 SHORT TALKS FROM: a. Gill Bawler, Mendip Family Focus Programme Manager	

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	<p>Gill explained that 870 families have been identified as suitable for the programme.</p> <p>In Mendip, Family Focus has been launched in three phases. The first was in Street, Glastonbury and Wells. The next phase will start in September and will cover Frome where 80 families have been identified.</p> <p>The programme supports families for up to 12 months and one family advocate will work closely with one family to help with everything from ensuring children attend school to budgeting their income.</p> <p>Gill explained that:</p> <ul style="list-style-type: none"> • The ultimate goal will be to make the programme sustainable. • Success is generally measured against the original criteria for example improved school attendance • It was difficult to provide actual figures. However they employ an exit strategy for each family to ensure success after the programme. • Part of the programme will be looking into how it would be possible to re-design some of the services to make them more efficient as well as in-seminating some of the learning into the established agencies and services. <p>Cllr Usher informed Gill of FTC's work around the issue of poverty and there is now a possibility of having a centre in Frome specifically to help those affected by poverty, he asked Gill if this would be helpful to the programme. Gill was very keen for Family Focus to be a part of a centre in Frome.</p> <p>b. Geoff Pell, The Missing Link</p> <p>Geoff introduced the background work that The Missing Link project has been doing to establish a walking and cycling route through the town. To connect the route they have had to liaise with different land owners; MDC, Gracewell, Renaissance Land, Network Rail, FTC and a private land owner.</p> <p>He noted that a big issue for progress was the planning conditions set out by MDC and the legal delays.</p>	
<p>2013/43/EAC</p>	<p>3 ELECTION OF THE CHAIR AND DEPUTY CHAIR</p> <p>Cllr Macfadyen opened the meeting at 8.02pm.</p> <p>Cllr Golinski proposed Cllr Macfadyen as Chair, seconded by Cllr</p>	

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	<p>White, agreed unanimously.</p> <p>Cllr Usher proposed Cllr White as Deputy Chair, seconded by Cllr Burgess, agreed unanimously.</p>	
2013/44/EAC	<p>4 a. APOLOGIES</p> <p>Apologies of absence were received from Cllrs Berry and Hooton.</p>	
2013/45/EAC	<p>4 b. DECLARATION OF INTERESTS</p> <p>A declaration was received from Cllr Dobinson who has a seat on MDC that his view on any items on this agenda as an FTC member were not necessarily those as his role as an MDC Cllr.</p> <p>Cllr Macfadyen declared a personal interest in item 8.</p>	
2013/46/EAC	<p>4 c. MINUTES</p> <p>The minutes of the External Affairs Committee meeting held on 15 May 2013 were approved as a true record of the meeting and signed by the Chair.</p>	
2013/47/EAC	<p>5 REVIEW OF PREVIOUS ACTIONS AND WHAT IS COMING UP NEXT TIME</p> <p>Cllr Golinski queried why the town centre remodelling project was still an outstanding action. The Town Clerk explained that FTC was still trying to source the funding.</p>	
2013/48/EAC	<p>6 FOR DECISION – TO APPROVE THE NEXT STEPS IN THE NEIGHBOURHOOD PLAN</p> <p>The Neighbourhood Plan will be a statutory guide to development in Frome until 2028. Frome will be a front-runner for putting a plan in place as only one other town in the country has completed and adopted their plan to date.</p> <p>The plan focuses on these six main themes:</p> <ul style="list-style-type: none"> • Improving Frome Town Centre • Employment & Enterprise - ensuring there is space for them to operate and enable small businesses to start and grow. • Housing including the option for self-build sites to encourage affordable housing. • Transport & Movement • Open Space • Design <p>The EDRM informed Cllrs and the public that the aim for the public consultation of the plan to begin is 2 September 2013 which will</p>	

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	<p>last for six weeks.</p> <p>Cllr Usher noted that the consultation needs to be in the simplest language as possible and advertised in the most creative way to ensure wide participation.</p> <p>The recommendation was for Cllrs to agree to consult the public on the draft Neighbourhood Plan.</p> <p>Proposed Cllr Anderson, seconded Cllr Golinski, agreed unanimously.</p>	PWh
2013/49/EAC	<p>7 FOR DECISION - THE DIPPY AS AN OPEN SPACE IN THE TOWN</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note progress on The Dippy to date 2. Endorse the next steps to support local people maintain the site and work with the reformed group that will evolve from the Mount Community Association. <p>Proposed Cllr Golinski, seconded Cllr White, agreed unanimously.</p>	SH
2013/50/EAC	<p>8 FOR DECISION – SUPPORT FOR FROME CARNIVAL</p> <p>The Economic Development and Regeneration Manager explained to Cllrs that the intention is to create a partnership with Frome Carnival.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Endorse a contribution to Frome Carnival of £2,000 in 2013/14 from the Town Events budget. This amount to bring street performances and music acts to the Carnival (which are not part of the judged entries) and to run workshops at Frome Community College to encourage students to become involved 2. Endorse a review of the impact of this contribution with a view to entering into a longer term service agreement 3. Work with the Carnival to help achieve a financially sound footing <p>Proposed Cllr Burgess, seconded Cllr White, agreed unanimously.</p> <p>Cllr Dobinson left at 8.45pm</p>	PWh
2013/51/EAC	<p>9 FOR DECISION - COUNCIL'S SUPPORT FOR THE FINANCIAL TRANSACTION TAX (THE "ROBIN HOOD TAX")</p> <p>Cllr Macfadyen explained to Cllrs that the Financial Transaction Tax or "Robin Hood Tax" was a small percentage on gains, shares and bonds derivatives.</p>	

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	<p>The recommendations were:</p> <ol style="list-style-type: none"> 1. This council calls upon Government to enact the FTT and use the revenues from this measure to reverse on-going shrinkage in central grants to local councils. 2. This Council write to Mendip District Council and Somerset County Council asking them to note our support for the FTT and for they, in turn, to register their support with national government. <p>Proposed Cllr Usher, seconded Cllr Burgess, agreed unanimously.</p>	PWy
2013/52/EAC	<p>10 FOR INFORMATION - PROGRESS OF THE WALKING AND CYCLING WORKING GROUP</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note the progress made to date 2. Endorse the next steps of the working group: <ol style="list-style-type: none"> a. To communicate with Frome schools and the SCC Cycling Officer about involvement in this work b. To digitise the data on Veryan Conn’s hand-drawn map of walking routes across Frome to bring to the next meeting c. To collate the other known information on walking and cycling routes onto the same map to bring to the next meeting d. To consider how to fill important gaps in access routes throughout the town to list and prioritise at the next meeting e. To set up the next meeting in six weeks’ time <p>Proposed Cllr White, seconded Cllr Anderson, agreed unanimously.</p>	SH
2013/53/EAC	<p>11 FOR DECISION - TO SUPPORT THE ESTABLISHMENT OF BWCE AND FROME ENERGY HUB</p> <p>Cllr Golinski asked how the BWCE and Converging World are working together. The Economic Development and Regeneration Manager explained that Converging World will identify renewable energy opportunities and BWCE will look into their potential as investments and act as the negotiators.</p> <p>Cllr Usher requested that the EDRM asks the Frome Energy Hub to be radical in the options they investigate. For example looking at putting voltaic cells in car parking spaces at the Frome Medical Practice to generate energy.</p> <p>The recommendations were:</p>	

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	<p>1. Endorse the instruction to BWCE to set up a new Benefit Society with responsibility for identifying and investing in renewable energy installations</p> <p>2. Endorse work by The Converging World to prepare a report on potential renewable energy resources and establish an online Energy Hub at a cost of £2,500</p> <p>Proposed Cllr White, seconded Cllr Golinski, agreed unanimously.</p>	PWh
2013/54/EAC	<p>12 FOR DECISION – SUPPORT FOR INVOLVEMENT IN PROPOSED ‘HEART OF WESSEX’ LOCAL ACTION GROUP</p> <p>A member of the public, Neil Howlett, was invited to speak. He noted that it was very important to forge links with Wiltshire and Dorset. He also expressed the Chamber of Commerce's support for the Heart of Wessex LAG.</p> <p>Cllr Usher took the opportunity to publically thank Neil Howlett for the work he has done for Frome during his time as President of the Chamber of Commerce.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Support the application for transitional funding for the Heart of Wessex LAG 2. That authority is delegated to the Economic Development & Regeneration Manager in consultation with the Chair of External Affairs, to negotiate a contribution towards the core costs of the LAG in 2014 up to a maximum of £2,000. Given these costs are likely to be based on research and consultation is its proposed to allocate them to the Economic and Community Research budget <p>Proposed Cllr Burgess, seconded Cllr Anderson, agreed unanimously.</p>	PWh
2013/55/EAC	<p>13 DATE OF NEXT MEETING</p> <p>The next meeting will be at 7pm on Wednesday 4 September at Frome Library</p>	
2013/56/EAC	<p>14 Because the following two items were commercially sensitive, the public and press were asked to leave</p>	
	<p>The Committee agreed that in view of the nature of these confidential items it was useful and appropriate for Cara Honey, Mayor for Young People and Alex Shingler, Deputy Mayor for Young People to remain in the room and contribute to the discussion.</p>	

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2013/57/EAC	<p>15 a. CONFIDENTIAL ITEM - POSSIBLE LAND ACQUISITION Cllrs agreed to utilise S106 money to purchase the proposed piece of land.</p> <p>Proposed Cllr Usher, seconded Cllr Anderson, agreed unanimously.</p>	PWy/JW
2013/58/EAC	<p>15 b. CONFIDENTIAL ITEM - POSSIBLE LAND ACQUISITION Cllrs agreed that the proposed piece of land at Birchill Lane adjacent to the allotment site was not suitable for acquisition at this time and would prefer to explore other options within Frome.</p>	
2013/59/EAC	<p>16 CONFIDENTIAL ITEM – DISCUSSION ON THE PEOPLE'S GRANT Cllrs agreed for the Town Clerk to inform the only applicant for the People’s Grant, PAC, of the decision to award them £5k.</p> <p>Cllrs also agreed to keep the remaining balance of £5k and to utilise it following a review of the scheme.</p> <p>Proposed Cllr Usher, seconded Cllr Burgess, agreed unanimously.</p>	<p>PWy</p> <p>SH</p>
2013/60/EAC	17 RETURN TO PUBLIC SESSION	
The Chair closed the meeting at 10.02pm		