

FROME TOWN COUNCIL

making Frome a better place

FROME TOWN COUNCIL MEETING

Wednesday 6 November, 7pm

The Merlin Theatre, Bath Road, Frome. BA11 2HG

Members of Frome Town Council are:

Dave Anderson; Eve Berry; Carole Bullen; Graham Burgess; Adrian Dobinson; Toby Eliot; Pippa Goldfinger; Tricia Golinski; Damon Hooton; Claire Hudson; Peter Macfadyen; Dickon Moore (Chair); Helen Sprawson-White; Helen Starkie; Mel Usher; Nick White

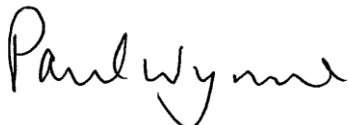
AGENDA

1. Questions, comments and information from the public and county and district Cllrs
2. FTC's Economic Development & Regeneration Manager will provide a background to the Saxonvale development plans
3. A presentation from Frontier Estates of their outline planning application for the development of Saxonvale
4. Questions and comments from Cllrs on Frontier Estate's presentation
5. Questions and comments from invited local groups
6. Questions and comments from the public

Start of the formal Council meeting

7. Apologies for absence, declaration of members' interests and minutes from the last meeting on 18 September 2013 and the most recent committee meetings
8. Discussion and decision on the process FTC should pursue in responding to the development proposals for Saxonvale
9. An update on projects the Council is working on at the moment
10. Town Centre Remodelling – Improvements to Palmer Street
11. Minor amendments to FTC's Financial Regulations
12. The next meeting will be at 7pm on Wednesday 8 January 2013 at Frome Medical Practice

Yours sincerely



Paul Wynne, Town Clerk
Frome Town Council, 5 Palmer Street, Frome. BA11 1DS
30 October 2013

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AGENDA

1. Questions, comments and information from the public and county and district Cllrs

2. For Decision – Saxonvale background paper

Author: Economic Development & Regeneration Manager

Summary

The purpose of this report is to provide some background information on the Saxonvale site, the proposals developed by Frontier and relevant planning policies ahead of Frontier's presentation to Full Council. The report does not make any detailed assessment in terms of the submitted proposals but identifies some issues that emerged through the consultation phase to help inform debate at the meeting. The report also makes some recommendations in terms of the Council's next steps in dealing with the application.

Background

The site

The Saxonvale site covers approximately 5 hectares (12 acres) of largely disused industrial land immediately to the east of the existing town centre of Frome. The location of the site is shown in Appendix 1 – the red line relates to the area covered by the existing Planning Brief. A more detailed plan showing current land ownerships will be presented at the meeting. The site has a long and chequered history that is not summarised in detail here.

The proposals – a summary

At the time of publication of this report, the outline planning application submitted by Frontier had not been registered by MDC and therefore full details of the application were not available. The following is based on limited information supplied by Frontier's agent, G L Hearn. Please see Appendix 2 for a copy of the revised masterplan.

- Following the recent public consultation exercise, Frontier has now submitted an outline planning application that relates to land owned by Notts Industries Pension Fund and Mendip District Council (MDC).
- The purpose of the outline planning application is to find out whether a proposal would be approved by MDC. It is understood that the application addresses the proposed use of the site and access. Any layout or designs provided are intended to be indicative only. Subject to approval an outline application would be followed by a reserved matters application that would deal with such issues as detailed appearance, landscaping, layout etc.
- The key components of the revised masterplan (see Appendix 2) include:
 - Foodstore: The size of the store has not changed. The net sales area is 25,000 sq. ft. (2323 sq. m.); gross internal area of 48,473 sq.ft. (4503 sq. m.).

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- Smaller non-food retail (A1) and café/restaurant (A3) units – a mix of sizes – the total gross internal floorspace for A1 is 30,892 sq. ft. (2870 sq. m.) and for A3 the total is 9472 sq. ft. (880 sq. m.). The indicative layout has changed since the consultation
- 258 car park spaces to be provided within the basement of the store and in the open – this represents a reduction on the figure proposed before (300) - the indicative layout has changed to enable a new service road to be incorporated within the scheme to serve the smaller A1/A3 units.
- Workspace occupying former industrial buildings
- A boutique hotel
- 2 Public squares
- Riverside park
- Link to town centre through the Kingsway Shopping Centre - the revised masterplan shows a continuous retail frontage linking the new development with the Kingsway. This is subject to the closure of Saxonvale. This is a significant change. The earlier masterplan showed that the smaller A1/A3 units would be serviced via Saxonvale
- The indicative proposals for areas owned by Terramond and Frome Town Council are residential and community uses

Planning policy documents

There are a number of planning documents that Mendip District Council as the local planning authority will refer to when it considers Frontier's proposals including:

- National Planning Policy Framework
- 'Revised Planning Brief and Codes – Garsdale, Frome' adopted by Mendip District Council in February 2005
- Draft Mendip District Local Plan 2006-2028
- Draft Frome Neighbourhood Plan

The adopted Mendip District Local Plan 2002-2011 is now out of date. However, it did contain policies relating to Saxonvale.

A summary of the key principles/policies that are contained in the above documents follows.

National Planning Policy Framework (NPPF)

For comprehensive details of the NPPF, please follow this link: [NPPF link](#)

Some core principles to be aware of include:

- A presumption in favour of sustainable development
- An emphasis on securing high quality design and a good standard of amenity
- Encouraging the effective use of brownfield land
- Promoting mixed use development

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- Conserving heritage assets in a manner appropriate to their significance
- Making the fullest possible use of public transport, walking and cycling

Planning Brief

The Planning Brief covering the Saxonvale area was prepared by Gillespies in association with Arup and Mendip District Council and in partnership with the South West Regional Development Agency. It was adopted by Mendip District Council in February 2005 following several years of extensive public consultation. It has been widely praised. The Brief covers not only Saxonvale but also the adjoining Garsdale area. Much of the Garsdale area has now been developed for residential purposes. Not all of the principles within the Brief were observed within the development of the Garsdale area which proceeded following a successful appeal by the applicant, Bloor Homes.

A summary of the Brief prepared by the Frome & District Civic Society can be found via this link: [Planning brief link](#)

Guiding principles in the Brief include:

- A mixed use, high density scheme including housing, retail accommodation, employment and open spaces
- A comprehensive approach
- High quality development, incorporating:
 - Perimeter blocks with active fronts to all public aspects
 - Sustainable design and construction
 - Integral public art
 - Rich diversity and detail
 - Landmark buildings around key spaces
 - Tree planting and greening of streets and public spaces
- A cohesive whole but with areas of distinct character across the development area
- A seamless extension to Frome town centre
- A setting appropriate to a town centre gateway / point of arrival
- Contemporary design but complementing Frome's distinctive character
- Continuous, mixed use frontages providing visual interest at ground floor along defined focal streets and around new urban squares
- Hard and green public open spaces including a riverside park
- A mix of housing type, size and tenure across the area applicable to the site
- A development where the car does not dominate
- Provision of a cohesive and coordinated network of streets and spaces designed appropriate to their use and the site terrain
- Off-site works to mitigate any traffic impact generated
- The highway infrastructure must incorporate a main vehicular access for the Saxonvale area via Garston Road

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- High foot and bicycle accessibility across the site and to surrounding areas and local facilities, in particular the town centre and public transport
- Enhancement of the Conservation Area, which utilises and improves the setting of historic and Listed Buildings
- The cost of social and community facilities / requirements, highway infrastructure, utilities should be shared equitably between development in the east (largely developed) and west respectively and developers will be expected to enter into Section 106 agreements as appropriate

The Brief also contains some Design Codes that analyse each block and suggest how these should be treated architecturally.

Draft Mendip District Local Plan

Core Policy 6 of the Plan that relates to Frome states that town centre developments including Saxonvale will collectively deliver:

- A medium scale foodstore of about 1,500 sq. m. (net)
- Up to 7,000 sq. m. of additional non-food retail space in a range of unit sizes
- Uses that enhance the attraction of the town to visitors and as an evening destination
- Creative and imaginative public realm improvements as well as new urban spaces which integrate new development areas with the town's historic centre and incorporate and enhance the River Frome as a feature within the town centre
- At least half of the 11,500 sq. m. of flexible office/studio space requirement including a permanent site for FETE (Saxonvale Training Centre) within the Saxonvale area

Draft Frome Neighbourhood Plan

Details can be viewed via the following link: [Neighbourhood Plan link](#)

Policy TC5 of the Neighbourhood Plan which is now out to consultation states that plans for this site should seek to achieve the overall vision for redevelopment based on the 2005 Planning Brief. However, it states that the Town Council in collaboration with Mendip District Council, other landowners and the local community will seek to refresh and redefine the Brief and consider the commercial viability and delivery mechanisms to facilitate the development of this site within the plan period.

The Plan promotes:

- An exemplar model of low impact and low carbon living
- Energy efficient homes of mixed price and tenure
- New incubator and grow-on space for small and medium sized businesses
- Integrated retail, hotel and leisure facilities
- Replacement training facilities for Somerset Skills and Learning

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- Artisan workshops and creative studio space
- An urban park alongside the River
- Improved traffic management in Vicarage Street, Christchurch Street East and the surrounding road network

Key issues

Frontier's proposals have their supporters and objectors. Some key issues that emerged through the consultation phase include:

- **Size of the foodstore** – this exceeds the policy guidelines in the Draft Mendip District Local Plan which specifies 1,500 sq. m. (net sales area) as the limit of new foodstore development in the town centre
- **Lack of detail** – the proposals only relate to use and access – layout and design are reserved matters. Given the fact that the Conservation Area straddles the site and the importance afforded to the historic setting of the area in the Planning Brief, design of the scheme is a critical issue
- **Piecemeal development** – the Planning Brief promotes the comprehensive redevelopment of this site. Frontier's proposals are for parts of the site only
- **Relationship with the town centre** - the Brief promotes a 'seamless' extension to the town centre but concerns were expressed that this was not achieved in the scheme that was the subject of consultation. The revised masterplan shows a continuous retail frontage linking the scheme and Kingsway subject to closure of the Saxonvale road
- **Cumulative impact of development proposals in the town** – the Town Council is concerned that a number of large development proposals have come forward recently and is seeking reassurance from MDC that there is sufficient infrastructure planned e.g. transport, utilities, community and leisure facilities to enable the town to cope with the influx of new residents, shoppers, traffic etc. A report on this will be brought back to a future meeting.

Recommendations

1. Once the implications of the application have been considered the Council holds a further meeting with presentations and a facilitated public debate before making a decision.
2. Mendip District Council be informed that FTC considers that in such a sensitive area affecting both a conservation area and listed buildings that a full planning application is more appropriate
3. Mendip District Council be requested not to complete negotiations for the sale of their land until all details of the development are in the public domain and agreed through the planning system
3. **A presentation from Frontier Estates of their outline planning application for the development of Saxonvale**
4. **Questions and comments from Cllrs on Frontier Estate's presentation**

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5. **Questions and comments from invited local groups (max 10 minutes each)**
6. **Questions and comments from the public**
7.
 - 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 September 2013**
 - d. **To receive for information the minutes of the last Internal Affairs Committee meeting**
 - e. **To receive for information the minutes of the last External Affairs Committee meeting**
8. **Discussion and decision on the process FTC should pursue in responding to the development proposals for Saxonvale**

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9. An update on projects the Council is working on at the moment

SUMMARY OF RESOLUTION	MINUTE NO.	CMTEE	MEETING DATE	RESPONSIBILITY	PROGRESS REPORT	Target Date
Frome Hub	2013/54	FC	24/07/2013	Jane Llewellyn	Meeting held with the Property Manager for Somerset County Council, Jane Llewellyn to provide a verbal update	06/11/2013
MDC plans for Local Legacy Grant Scheme for 2014/15	2013/57	FC	24/07/2013	Paul Wynne	Initial discussions held, nothing to report yet	06/11/2013
Saxonvale development by Frontier Estates	2013/65	FC	18/09/2013	Peter Wheelhouse	On the agenda	06/11/2013
Approach MDC to discover how much profit they received from the sale of the car park at Saxonvale	2013/65	FC	18/09/2013	Peter Wheelhouse	No progress to date	06/11/2013
Precept Demand and agree Budget		FC		Jackie Wheeler		08/01/2014
Sign off Work Programme		FC		Paul Wynne		08/01/2014

Key

	Overdue
	Ongoing (on schedule)
	Action required
	Upcoming item

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10. For Decision - Town Centre Remodelling – Improvements to Palmer Street

Author: Economic Development & Regeneration Manager

Summary

The purpose of this report is to secure approval to move to the next stage in the process of improving Palmer Street. At External Affairs Committee on 4 September a decision was deferred pending further discussions with Somerset County Council regarding the detailed design of the scheme.

Background

At the September meeting of External Affairs Committee, councillors were informed that the County Council were developing a scheme for Palmer Street including the following elements:

- Replacement of the existing brick pavers on the footway with materials that would better take the weight of HGVs – damage to existing block pavers had led to the County Council scheduling repairs in the first place
- The replacement of tarmac on the carriageway with a design and materials that would create more of a ‘shared space’ with the purpose of making Palmer Street a more attractive pedestrian environment and encouraging greater footfall

Vehicle parking would be retained in defined bays and drivers would continue to be able to drive in both directions.

Further investigation has shown that the creation of a ‘shared space’ would prove to be too time consuming and costly owing to the likely need to divert underground services. It is imperative that the County Council completes the work in the current financial year. In these circumstances, a private contribution that had been offered earlier would not be forthcoming now.

Revised proposal

The County Council are now working on a simpler scheme to repair the street including tarmac resurfacing retaining as much of the existing construction as possible. However, where the Town Council can make a difference is in funding some safety improvements including:

- A crossing point to enable those with prams/buggies and the disabled to easily move from the pavement on the northern side to the High Pavement
- Paving of the junction of Bath Street and Palmer Street to denote that drivers are entering a pedestrian priority zone.

Further details including costings are to be supplied at the meeting. Subject to councillors’ approval, the work would be scheduled for the early part of 2014.

Recommendations

1. Councillors approve the elements of the scheme above

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2. Councillors agree to a contribution to the scheme not exceeding £20,000 to enable the safety improvements to be made utilising the Town Centre Improvements earmarked reserve
3. Councillors delegate authority to the Economic Development & Regeneration Manager to agree a final scheme with the County Council

11. For Decision – Financial Regulations

Author: Responsible Finance Officer

Purpose of report

To consider adoption of draft Financial Regulations (Appendix 3).

Background

The Financial Regulations were last reviewed by Council in their entirety and formally adopted in October 2012.

It is my responsibility to table Financial Regulations for re-adoption by Council annually. I have worked with our internal auditors and taken their advice on this draft.

Councillors should note there are no fundamental changes proposed. The draft contains numbering and the proposed changes are highlighted.

Recommendation

1. Council adopts the draft Financial Regulations tabled
2. If Council adopts new Financial Regulations it is proposed that they become the formal Financial Regulations at the end of this meeting

12. The next meeting will be at 7pm on Wednesday 8 January 2013 at Frome Medical Practice

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7 c. To consider and approve the minutes of the last meeting held on 18 September 2013

Draft Minutes of a meeting of Frome Town Council		
<p>Wednesday 18 September at 7pm Frome Medical Practice, Enos Way, Frome.</p>		
<p>Present: Councillors: Dave Anderson; Eve Berry; Graham Burgess; Adrian Dobinson; Toby Eliot; Pippa Goldfinger; Tricia Golinski; Peter Macfadyen; Dickon Moore; Helen Sprawson-White; Helen Starkie; Nick White Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)</p>		
<p>In attendance: Nikki Cox, Kate Hellard, Tessa Hibbert, Elaine Ewens, Caroline Wood (Somerset Standard), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Jane Llewellyn (Planning & Development Officer), Sarah Hobbs (Community Projects Officer), Laura Poulton (Administration Officer)</p> <p>Approx. 80 members of the public</p>		
Minute Ref	Agenda Item	Action
2013/60/FC	<p>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</p> <p>Charles Wood requested that FTC review the decision to allocate the Council Tax grant from MDC to three projects in Frome. Cllr Moore explained that FTC took legal advice as to whether a refund could be given to residents and this was not possible. The decision was taken to use the money to help those most in need in Frome.</p> <p>Cllr Boyden noted that FTC’s proposals for the Showfield were moving along and a decision was expected imminently. A meeting at MDC on 30 September was to be held with regard to fracking in Mendip.</p>	
2013/61/FC	<p>2 a. APOLOGIES</p> <p>The Chairman formally opened the Council meeting at 7.16pm and apologies of absence were received from Cllrs Bullen, Godman, Hooton, Hudson and Usher.</p>	
2013/62/FC	<p>b. DECLARATION OF INTERESTS</p> <p>A declaration was received from Cllrs Dobinson and Sprawson - White who have seats on MDC that their views on any items on this agenda as an FTC member were not necessarily those as their role as an MDC Cllr.</p> <p>Cllr Moore expressed a personal interest in item 4.</p>	

FROME TOWN COUNCIL

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<p>2013/63/FC</p>	<p>c. MINUTES The minutes of the Frome Town Council meeting held on 24 July 2013 were approved as a true record of the meeting and signed by the Chair.</p>	
<p>2013/64/FC</p>	<p>3 FOR DECISION – POTENTIAL PURCHASE OF LAND AT STYLES HILL Elaine Ewens, who had been leading the campaign for ‘Save Frome Meadow’, explained to Cllrs the importance of the Meadow and requested FTC’s support in raising the necessary £200k to purchase the land.</p> <p>Jaya Williams, a pupil at Haysdown First School, made a presentation on the importance of the meadow to her as a place for her to play safely and freely with her friends and family.</p> <p>Sue Everett noted that the meadow provided a matrix of habitat, flood protection, a mix of native flowers, grasses and insects and it was also a site to contribute to the health and wellbeing of Frome residents.</p> <p>A reception teacher at Haysdown School explained the importance of the meadow to the education of the children. As it is right on their door step it is an ideal outdoor space for education of the natural environment.</p> <p>The Town Clerk explained that there was a possibility of registering the land as a community asset. MDC had agreed to hold an emergency meeting on Monday 23 September to make a decision. If successful it would give the community time to raise the funds to purchase the land.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Submit an application to designate the site as an asset of community value 2. Accept there is sufficient community support to support the community in buying the site 3. To allocate up to £40,000 towards the purchase of the site 4. To delegate authority to the Town Clerk to formally approach MDC to release the £25,000 s106 budget for this acquisition (informally MDC is in agreement although ward Cllrs support is required) 5. If the community raises sufficient funds (including the £40,000 from FTC) and buys the site on 24 September, that the Town Council becomes the legal owner and donates it to the Theodora Ann le Gross Trust 6. If the site is not sold at auction, to encourage the community to 	<p style="text-align: center;">PWy</p>

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	<p>approach the vendor to provide it with the opportunity to raise the necessary funds</p> <p>Proposed Cllr Goldfinger, seconded Cllr Berry, agreed by majority.</p>	
<p>2013/65/FC</p>	<p>4 FOR INFORMATION – SAXONVALE – RECENT DEVELOPMENTS INVOLVING FRONTIER ESTATES Cllr Sprawson – White arrived at 7.45pm</p> <p>Cllr Golinski chaired this item.</p> <p>The Economic Development & Regeneration Manager presented an overview of a meeting held with Frontier Estates the previous evening. He emphasised that the discussion was with regard to the outline planning application Frontier Estates would be submitting in October. The application will focus only on use and access provision.</p> <p>The EDRM outlined the proposal for the whole site including those areas owned by FTC and Terramond.</p> <p>Cllr Goldfinger expressed her concern with regard to the deadline allowing Frontier enough time to consider public comments.</p> <p>The meeting went into public session to allow questions from the public.</p> <p>The EDRM was asked how much authority FTC has on behalf of the community. He explained that FTC are a formal consultee as a land owner and have the opportunity to speak directly with Frontier.</p> <p>A member of the public expressed concern over the access to the site given the already tricky traffic system at the top of Garsdale and the additional traffic that might use Vicarage Street. The EDRM explained that FTC recognise there is a cumulative impact, Frontier have employed transport consultants and as part of the application will be required to submit a transport assessment.</p> <p>John Peverley expressed concern over the size of the proposed supermarket as it appeared closer to 55,000 sq ft. He felt the plans did not show good quality urban design.</p> <p>Rose Harewood asked what Terramond were planning on doing? The EDRM explained that he wasn't able to comment for them however he was hoping they would submit a planning application of their own.</p>	

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	<p>David Taylor expressed his support for the development of the site and that Frome was in need of space for retailers that currently people seek outside of the town. He did ask that FTC make a contingency plan and ensure that the town gets its fair share of the s106 money.</p> <p>The Mayor for Young People asked how many jobs would be provided by the supermarket. The EDRM noted that although he didn't know the exact amount they had been assured all jobs would be long term and permanent and linked to the supermarket, hotel, retail shops and cafés.</p> <p>The EDRM also confirmed that from his conversation with the planning manager Frontier would be applying sequential testing.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note the proposals presented by Frontier and their timetable for submitting an outline planning application 2. Invite Frontier to make a presentation on their outline planning application at the next meeting of Full Council; this would provide a further opportunity for members of the public to understand, interpret and comment on the proposals which can then inform the Council's response to the scheme as a consultee 3. Support the preparation of a report to Full Council on a date to be confirmed to cover: <ul style="list-style-type: none"> • the options in terms of the potential future uses of the Council's own site at Garsdale and the potential impact of the proposed supermarket on those uses • the cumulative impact of various proposed developments in the town including Frontier's scheme and any mitigating action required to be funded through s.106 contributions • a recommended response to the outline planning application • the opportunities that may arise from the Frontier scheme in terms of the delivery of the Council's strategy in the following areas: <ul style="list-style-type: none"> • Remodelling of the Town Centre • The provision of new workspace • The provision of training and other community facilities • The provision and long term management of open spaces including the Frome River Corridor • Other projects that are designed to improve community resilience 	
		PWh
		PWh

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	<p>4. Ask MDC how much they received from the sale of the car park site</p> <p>Proposed Cllr Macfadyen, seconded Cllr Sprawson - White, agreed unanimously.</p>	PWh
2013/66/FC	<p>5 SHORT TALKS FROM:</p> <p>a. Nikki Cox, Frome Resilience Project Worker Nikki had been employed by FTC to organise a resource centre to help those living in Frome affected by poverty. She was currently focusing her work around where the gaps are in services and finding out what would have the biggest impact. Her next steps were to create a business plan and talk to people who would most benefit from this work.</p> <p>Cllr Sprawson – White suggested to Nikki speaking with Cllr Phripp as he is the shadow portfolio holder for access to services at MDC.</p> <p>b. Kate Hellard, Participate Frome! Co – ordinator Kate explained that her aim for Participate Frome week would be to engage local people in becoming active participants. She intended to hold a conference for local organisations, run events such as a pop up soap box, workshops and seminars. She hoped that Frome residents will become enthused enough to be more involved into the future.</p> <p>Emily Osler, from Knightstone Housing expressed a keen interest in working closely with Kate and Nikki in order to widen their community reach.</p> <p>c. Tessa Hibbert, Youth Research Manager Tessa had had to leave earlier in the meeting so the Mayor for Young People, Cara Honey, who had been working closely with Tessa asked to provide an update.</p> <p>Cara explained that they had been working on a questionnaire, which aims to look at changes that can be made to improve existing youth services. They were currently processing replies and planning question and answer sessions.</p>	<p>NC</p> <p>KH/NC</p>
2013/67/FC	<p>6 A QUICK UPDATE ON PREVIOUS ACTIONS AND A LOOK AT WHAT IS COMING UP</p> <p>Cllr Golinski provided a verbal update on the bus services to the Medical Practice. She noted a successful meeting had been held with First Bus who was looking to reinstate the 161 service. In</p>	

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	addition they were looking into re-routing the 234 and 267 services to the practice in November.	
2013/68/FC	7 FOR INFORMATION – CHEESE & GRAIN The EDRM noted that the public toilets at the Cheese & Grain would be available at the end of the week and the external works were proceeding well. The next area of work was on the bar, café and reception area. Although a week behind schedule the work was still expected to be completed by 22 November and on budget.	
2013/69/FC	12 DATE OF NEXT MEETING The next meeting will be at 7pm on Wednesday 6 November at The Merlin Theatre.	
The Chair closed the meeting at 9.20pm		

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

Draft Minutes of a meeting of the Internal Affairs Committee

Wednesday 9 October at 7pm
Saxonvale Centre, Garsdale, Frome. BA11 1RZ

Present:
Councillors: Toby Eliot; Pippa Goldfinger; Claire Hudson; Peter Macfadyen; Dickon Moore; Helen Sprawson-White
Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

In attendance:
Caroline Wood (Frome Standard), Cllr Damon Hooton, Cllr Eve Berry, Cllr Carole Bullen, Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Karen Clements (Town Centre Manager), Jackie Wheeler (Responsible Finance Officer), Simon Woollen (Grounds & Properties Manager), Sarah Hobbs (Community Projects Officer), Caroline Stevens (Outside Services Administration Officer), Laura Poulton (Administration Officer)

8 members of the public

Minute Ref	Agenda Item	Action
2013/66/IAC	1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC Charles Wood reiterated his request that the Council review their decision to spend the Council Tax grant from MDC.	
2013/67/IAC	2 a. APOLOGIES The Chairman formally opened the Council meeting at 7.05pm and apologies of absence were received from Cllrs Starkie, Sprawson – White and Usher.	
2013/68/IAC	2 b. DECLARATION OF INTERESTS A declaration was received from Cllr Hudson who has a seat on MDC that her view on any items on this agenda as an FTC member were not necessarily those as her role as an MDC Cllr. Cllrs Hudson and Moore declared personal interests in item 9.	
2013/69/IAC	2 c. MINUTES The minutes of the Internal Affairs Committee meeting held on 6 August 2013 were approved as a true record of the meeting and signed by the Chair.	
2013/70/IAC	6 FOR DECISION – VICTORIA PARK AND MARY BAILY PLAYING FIELD STRATEGY The Community Projects Officer explained that an overall strategy	

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	<p>was required for the two spaces. NVB Architects had volunteered their time to help with this and the Tennis Club was applying for a grant to either refurbish or create new courts.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note the progress with the MUGA application and approve resubmission in December 2013 <p>Proposed Cllr Eliot, seconded Goldfinger, agreed unanimously</p> <ol style="list-style-type: none"> 2. Agree on the Tennis Club proposal for refurbishing/building the tennis courts (refurbishment/building is dependent upon the results of the strategic plan consultation) and leasing the land and the courts from FTC <p>Proposed Cllr Hudson, seconded Cllr Moore, agreed unanimously</p> <ol style="list-style-type: none"> 3. Agree on the Tennis Club proposal for managing the courts for club and public pay and play use <p>Proposed Cllr Hudson, seconded Cllr Moore, agreed unanimously</p> <ol style="list-style-type: none"> 4. Endorse the next stages of drawing up the strategic plan for the park <p>Proposed Cllr Eliot, seconded Cllr Macfadyen, agreed unanimously</p>	
<p>2013/71/IAC</p>	<p>9 FOR DECISION - FTC POLICY ON TWINNING</p> <p>Twinning Association Members Hilary Daniel, Rachel Blatchbridge and Pat Oatley urged FTC not to withdraw support and therefore funding.</p> <p>Cllr Hooton explained that the benefits of Twinning to Frome could not be priced. He requested that recommendations five and seven were removed. He assured Cllrs that the Twinning Association would take on all the admin for events however they required the support of FTC in order to apply for EU funding.</p> <p>Cllr Goldfinger felt that the Quadripartite events were more civic orientated and didn't provide any benefit to Frome. She expressed concern that FTC does not have the same resources or staff time as the other twin towns.</p> <p>Cllr Hudson proposed that recommendation five is amended to reflect the fact that FTC should not provide funding for civic events however should continue their working relationship with the</p>	

FROME TOWN COUNCIL

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	<p>Twinning Association in order for them to deliver their objectives.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. FTC encourages groups in the town to realise the potential of twinning 2. Endorse the decision to allocate £10,000 towards the cost of the four-way conference programme in next year's budget with the intention that the EU grant will re-imburse this spend 3. The Mayor and Mayor for Young People attend the quadripartite in Chateau Gontier next year if they wish and for FTC to cover their costs 4. The Twinning Association are encouraged to build on their successes this year and work with groups in the town to deliver the Frome quadripartite in 2015 <p>Proposed Cllr Macfadyen, seconded Cllr Eliot, agreed unanimously.</p> <ol style="list-style-type: none"> 5. While the Town Council does not wish to fund expensive civic events, the Town Council will continue to work with the Twinning Association to deliver the objectives of twinning <p>Proposed Cllr Hudson, seconded Cllr Eliot, agreed by majority.</p> <ol style="list-style-type: none"> 6. The Mayor and Mayor for Young People act as hosts to the Frome quadripartite <p>Proposed Cllr Moore, seconded Cllr Hudson, agreed unanimously.</p>	<p>PWy</p> <p>JW</p> <p>PWy</p> <p>DM</p>
<p>2013/72/IAC</p>	<p>3 REVIEW OF PREVIOUS ACTIONS AND WHAT IS COMING UP NEXT TIME</p> <p>The Town Centre Manager noted a meeting had been held the week before with the new website designers, Zonkey, where discussions focused on the detail of the plan for the websites. Their hope is to go live early in the new year.</p> <p>She also noted that the Christmas Extravaganza for 2013 was being organised by Faye Penfold and she had agreed with Frome FM their involvement in the event.</p> <p>The Town Clerk confirmed that an advert for a One Frome Chair and Co-ordinator would be in the local papers the following week.</p> <p>Cllr Hooton noted that MDC were planning to increase the cost of a season ticket at North Parade car park by 25%. He also informed Cllrs that MDC would again be offering free car parking during the</p>	

FROME TOWN COUNCIL

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	<p>Christmas period.</p> <p>The Grounds and Properties Manager noted that the access project to Welshmill had exceeded expectation.</p>	
2013/73/IAC	<p>4 FOR DECISION - AGREEMENT OF RESPONSIBILITIES BETWEEN FROME ALLOTMENT ASSOCIATION AND FTC</p> <p>Cllr Macfadyen asked if there was a review period within the agreement. The Grounds and Properties Manager confirmed that this had been included.</p> <p>The recommendation was to delegate authority to the Town Clerk to sign off a new agreement between the two parties.</p> <p>Proposed Cllr Macfadyen, seconded Cllr Moore, agreed unanimously.</p>	PWy
2013/74/IAC	<p>5 FOR DECISION - DOG CONTROL ORDERS</p> <p>Cllr Sprawson – White arrived at 8.19pm</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Proceed with the process of public consultation including all Cllrs and the dog warden, with a view to adopting dog control orders for FTC sites 2. Return to this committee with firm site by site recommendations <p>Proposed Cllr Eliot, seconded Cllr Moore, agreed by majority</p>	SW SW
2013/75/IAC	<p>7 FOR DECISION - BOWLS CLUB LEASE</p> <p>The Grounds & Properties Manager explained that the changes to the lease would allow the Bowls Club to access more funding. He noted that the Outside Services team will continue to support the Bowls Club and look after the perimeter fence and trees.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. The new lease is signed by the Town Clerk on behalf of the Council 2. The Community projects officer or the FTC fundraiser support the club to apply for external funding. <p>Proposed Cllr Hudson, seconded Cllr Goldfinger, agreed unanimously.</p>	PWy SH
2013/76/IAC	<p>8 FOR INFORMATION – LAND AT RODDEN MEADOW</p> <p>Cllrs acknowledged that FTC had formally acquired the final piece</p>	

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	of land at Rodden Meadow.	
2013/77/IAC	<p>10 FOR DECISION – TOWN CENTRE CLEANING UPDATE</p> <p>The Town Centre Manager explained that the Landscape Group had taken over the contract for street cleaning in July and since then there have been no significant improvements. MDC have said that they do not have the ability to monitor if the contract is being fulfilled and issues are currently dealt with on a case by case basis.</p> <p>Clrs Sprawson – White and Hudson noted their concern with the way in which the grass has been cut which was causing the ground to be churned up.</p> <p>Clr Hooton was invited to speak and he suggested that FTC request the MDC Scrutiny Board review the contract.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Maintain pressure on MDC / TLG to meet the required contractual standard. 2. Further challenge MDC over their ability to monitor and enforce the contract standards and formally request the MDC Scrutiny Board to review the contract 3. Review the most effective use of FTC lengthsmen around the work of TLG to avoid duplication and achieve a higher standard of cleanliness in the town <p>Proposed Clr Goldfinger, seconded Clr Moore, agreed unanimously.</p>	<p>KC</p> <p>PWy</p> <p>SW</p>
2013/78/IAC	<p>11 FOR DECISION – APPOINTMENT OF INTERNAL AUDITOR</p> <p>The recommendation was for Fair Account to be appointed as the Internal Auditor for the accounting period 2013/2014.</p> <p>Proposed Clr Eliot, seconded Clr Macfadyen, agreed unanimously</p>	JW
2013/79/IAC	<p>12 FOR DECISION – UPDATE ON ‘DEEDS PROJECT’</p> <p>The Town Clerk noted that the completion of this project ensured that one of the high risk areas on the risk register had been eliminated. He also thanked Lyndsey Haines, Office Apprentice, for her hard work and dedication to completing the project.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. To note the progress of the Deeds project to date 2. To amend the Risk Register accordingly and table this for approval at IAC on 3 December 2013 3. To agree to continue with the filing process in both hard copy 	PWy

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	<p>and electronic format to keep all land acquisitions up to date</p> <p>4. To ensure that all future land acquisitions are registered at the time of purchase</p> <p>Proposed Cllr Goldfinger, seconded Cllr Moore, agreed unanimously.</p>	
2013/80/IAC	<p>13 FOR INFORMATION - A BRIEF UPDATE ON PAYMENTS OVER £500 MADE SINCE THE LAST MEETING AND OTHER FINANCE MATTERS</p> <p>Cllrs received for information:</p> <ol style="list-style-type: none"> a. Payments made (over £500 in value) since last meeting. b. A breakdown of Income and Expenditure as at 31 August 2013 c. Balance sheet and reserves as at 31 August 2013 <p>Cllr Macfadyen asked what a bond with the Cheese & Grain was for. The Economic Development & Regeneration Manager explained that FTC had to take out a bond which is lodged with MDC and essentially deals with a situation such as the contractor damaging MDC property.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note the Town Council's financial position as at 31 August 2013 2. Consult with the Chair of IAC and review present financial risks before investing in Lloyds, CCLA, Co Op, Handlesbanken, Triodos and Unity <p>Proposed Cllr Eliot, seconded Cllr Hudson, agreed unanimously.</p>	JW
2013/81/IAC	<p>14 DATE OF NEXT MEETING</p> <p>The next meeting will be at 7pm on Tuesday 3 December 2013 at the Saxonvale Centre.</p>	
2013/82/IAC	<p>16 CONFIDENTIAL ITEM - STAFF MATTERS</p> <p>Members of the press and public were asked to leave.</p> <p>Cllrs Berry, Bullen and Hooton took part in the discussion.</p> <p>Cllrs Sprawson – White and Bullen left at 9.30pm</p> <p>The Chair reminded all those present that the item about to be discussed was confidential and would remain confidential after the discussion.</p> <p>The five recommendations were agreed as proposed with an amendment to recommendation one.</p>	PWy

FROME TOWN COUNCIL
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	Cllr Hudson asked for it to be noted that she did not take part in the voting process.	
The Chair closed the meeting at 9.45pm		

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

Draft Minutes of a meeting of the External Affairs Committee

Wednesday 23 October at 7pm
Saxonvale Centre, Garsdale, Frome. BA11 1RZ

Present:

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

In attendance:

Pat Burton (Mindset Training), Tessa Hibbert, Claire Wilson (Somerset Standard), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Jane Llewellyn (Planning & Development Officer), Sarah Hobbs (Community Projects Officer), Caroline Stevens (Outside Services Administration Officer), Laura Poulton (Administration Officer)

7 members of the public

Minute Ref	Agenda Item	Action
2013/76/EAC	<p>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</p> <p>David Taylor asked for clarification on what co-option meant with regard to the vacancy for the College Ward. The Town Clerk explained that there has to be ten or more electors to call an election otherwise the Council will elect a member through a co – option.</p> <p>David also asked which budget the current advertised job vacancies would come from. Cllr Usher explained that one member of full time staff is leaving and the two new part time positions will come from the same salary budget.</p>	
2013/77/EAC	<p>2 SHORT TALKS FROM:</p> <p>a. Mindset will give a summary of how installing the new road access at Welshmill was successful and their hopes for future training initiatives</p> <p>Pat Burton from Mindset Training explained that the purpose of the Future Works Programme was to give six unemployed people from Frome the training and skills in the construction industry on a live project to obtain qualifications. This would hopefully give them a better opportunity of being employed by the end of the project. At the time of the meeting two candidates had found employment and two had the prospect of employment.</p>	

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	<p>Mindset was hoping to continue projects such as the Future Works programme and perhaps with other Councils in Somerset. One of their next projects was to provide basic training for working on a nuclear site; this could become especially important with the planned nuclear station at Hinkley Point.</p> <p>CLlr Usher said that he welcomed the scheme and hoped that a similar scheme could be done in the future for a project like the remodeling of the town centre.</p>	
<p>2013/78/EAC</p>	<p>2 b. Tessa Hibbert on her current findings from her research into what services young people need in the town</p> <p>Tessa explained that one of her starting points for this research project was to ask young people what their wish for Frome was. Her research found there were seven areas that came up the most often:</p> <ol style="list-style-type: none"> 1. Better access to activities including better use of social media – the barriers were mostly cost and transport 2. More hang out spaces (for older young people) – young people often said they felt like they were seen as a nuisance without these spaces 3. Local safe spaces to play, facilitated by skilled workers (for younger ones) 4. Better relationships between young people – many found large groups intimidating and there is a need to bring young people together 5. Need for flexible services -youth work where young people are 6. Better attitudes from older people 7. Affordable transport – in addition the buses do not run at times that are convenient for young people to get across town <p>In doing this as part of the consultation process she has identified the gaps in services and her report will make recommendations for future policy.</p> <p>CLlr Usher requested that there be a comment in Tessa’s report on current facilities with practical recommendations for future improvements to guide the Town Council.</p> <p>CLlr Hooton requested that Critchill School is included in the consultation.</p>	
<p>2013/79/EAC</p>	<p>3 a. APOLOGIES</p> <p>The Chairman formally opened the Council meeting at 8.15pm and</p>	

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	an apology of absence was received from Cllr Berry.	
2013/80/EAC	<p>3 b. DECLARATION OF INTERESTS</p> <p>A declaration was received from Cllrs Dobinson and Hooton who have seats on MDC that their view on any items on this agenda as an FTC member were not necessarily those as their role as an MDC Cllr.</p>	
2013/81/EAC	<p>3 c. MINUTES</p> <p>The minutes of the External Affairs Committee meeting held on 4 September 2013 were approved as a true record of the meeting and signed by the Chair.</p>	
2013/82/EAC	<p>4 AN UPDATE ON WHAT THE COUNCIL IS WORKING ON AT THE MOMENT</p> <p>Cllr Hooton left the meeting at 8.24pm</p> <p>Renewable Energy The Economic Development & Regeneration Manager demonstrated the 'Energy Hub' website which allows you to see the energy usage for a particular town and focused on the statistics for Frome. He noted that a full report of Frome's carbon footprint from Converging World was expected within a week and it would be presented at the next EAC meeting.</p> <p>Community Tree Planting Scheme The Community Projects Officer noted that on 18 November Phil Hand from Bees and Trees will be hosting a talk about Orchards and how this could become a reality in Frome.</p> <p>Cheese & Grain The EDRM presented some images of the internal and external works currently happening at the Cheese & Grain and noted the project is on schedule. Cllr Golinski raised concern over the Sustrans route that ran close to the building. The EDRM confirmed that this was being discussed with interested parties.</p> <p>Heart of Wessex Local Action Group The EDRM noted that this currently wasn't progressing but was hoping for more positive news in the new year.</p> <p>Rodden Meadow/Millennium Green The Community Projects Officer noted that she and the Grounds & Properties Manager had met with the volunteers for the Millennium Green and had agreed to take over some of the maintenance. The Outside Services team had cleared the path and</p>	

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	<p>cut back some trees to open access. A programme of events was also currently being organised.</p> <p>Garston Road play area The Community Projects Officer explained the agreement to transfer the play area had been signed and there was a s.106 agreement in place for establishing a play area and maintaining it. The Town Clerk noted that this project had taken two years of perseverance to come to this point.</p> <p>Leisure Centre Feasibility Study The Community Projects Officer noted that she had now received the final report and was currently arranging a meeting with officers at MDC to discuss the findings.</p> <p>Riverside Project (Henley Way/Welshmill Lane) The Community Projects Officer noted that a meeting was taking place at Rossetti House to discuss the options for the area. The Town Clerk noted that due to not receiving the full grant applied for from MDC the project would now be staggered.</p> <p>Rodden Lake Stream Meadow The Community Projects Officer explained that a dialogue was being kept open with the new owner. The sale of this piece of land has prompted a review of the Open Spaces Strategy for the town. Cllr Dobinson asked to be kept informed of any development at the Rodden Lake Stream Meadow site as this was within his ward.</p>	
<p>2013/83/EAC</p>	<p>6 FOR DECISION – HEART OF WESSEX COMMUNITY RAIL PARTNERSHIP This item was brought forward on the agenda.</p> <p>The Economic Development & Regeneration Manager explained that the partnership had been operating for ten years and it supports a number of activities, promoting services and provides communication between the community and Network Rail.</p> <p>It is expected that Somerset County Council will withdraw their funding and the concern is that it will destabilise the partnership. With the national attention on the north/south rail links without the partnership there would be no focus on the east/west.</p> <p>The Chairman of the Frome Public Transport Association, John Leach, was invited to speak. He noted that the working party looked after the platform at Frome Station and through the partnership were able to liaise with Network Rail and First Great</p>	

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	<p>Western. He noted that without the partnership this line of communication would be lost.</p> <p>The recommendation was to write to Somerset County Council urging them to continue to support the Heart of Wessex Community Rail Partnership citing the conclusions in the report.</p> <p>Proposed Cllr White, seconded Cllr Golinski, agreed unanimously.</p>	PWh
<p>2013/84/EAC</p>	<p>5 FOR INFORMATION – NEIGHBOURHOOD PLAN PUBLIC CONSULTATION</p> <p>The Planning and Development Officer noted that the public consultation would officially launch on Monday 28 October. The consultation will last a period of six weeks and will consist of drop in events, one per week and in different areas of the town and at different times of the day. There will also be a more structured presentation as part of Participate Frome Week in November.</p> <p>After the public consultation the plan would then be submitted to MDC for inspection.</p> <p>Cllr Anderson asked if MDC were bound legally to see the plan through in six weeks. The Planning and Development Officer explained that MDC were only bound to facilitate a public consultation for a six week period.</p> <p>Cllr Golinski asked when the referendum is likely to happen. The PDO explained that there was no certainty but hopefully in March.</p> <p>The Economic Development & Regeneration Manager explained that they would be ensuring there is some national publicity as Frome is one of the front runners for producing a Neighbourhood Plan.</p>	
<p>2013/85/EAC</p>	<p>12 DATE OF NEXT MEETING</p> <p>The next meeting will be at 7pm on Wednesday 18 December at the Cheese & Grain.</p>	
<p>The Chair closed the meeting at 9.25pm</p>		