

# FROME TOWN COUNCIL

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## Minutes of a meeting of the External Affairs Committee

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

### Present:

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

### In attendance:

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

20 members of the public.

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

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

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

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	<p>CLlr Goldfinger noted it would be worth talking to residents close to the Dippy for their knowledge of how to deal with the problem of horses.</p> <p><i>Rodden Meadow</i> The CPO explained that at the beginning of the project at Rodden Meadow she spoke to different wildlife groups about the needs of wildlife then looked at how people enjoy the meadow. She noted that NVB Architects had produced a master plan which would be finalised by March 2014.</p> <p>CLlr Usher requested that a timetable that included costs was produced.</p> <p><i>Victoria Park</i> The CPO explained that a public consultation was started in March 2013. She noted that it was important to have a strategic plan for the park so that FTC could make the most of funding opportunities.</p> <p>NVB Architects had also produced a strategic consultation plan and will base the next public consultation on this.</p> <p>CLlr Usher requested that the next steps were brought forward from September to July.</p> <p><i>Showfield</i> The Town Clerk explained that FTC and Vision for Frome had commissioned Neil Oliver and Claire Hein to carry out a consultation of the Showfield. He noted that MDC were intending to transfer the lease but wouldn't until the village green application from FROGS had been withdrawn.</p> <p>CLlr Usher asked CLlr Hooton to, on behalf of FTC, express the frustration at MDC's lack of co-operation.</p> <p><i>Welshmill Lane to Henley Way footpath</i> The CPO explained that Friends of the River Frome were taking forward the project and working out the costings. They had received a positive response from Rossetti House and were currently working on unlocking s106 money and getting Network Rail's permission to go ahead with the work. The work to establish the footpath could then proceed.</p> <p>The recommendation was to endorse the next steps for Open Spaces projects delivery.</p>	<p><b>RK</b></p> <p><b>RK</b></p> <p><b>RK</b></p> <p><b>CLlr Hooton</b></p>
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	<p><b>C. Walking and Cycling Routes in Frome Working Party report</b> Cllr Macfadyen thanked the members of the working party for their efforts in producing the report.</p> <p>A member of the group, Les Stather, was invited to speak who noted it was possible to apply to get a walker friendly town status.</p> <p>The recommendation was to endorse the action plan and next steps of the Walking and Cycling Routes report.</p> <p><b>D. Proposals to take forward Frome Youth Services Work</b> The recommendations were to:</p> <ol style="list-style-type: none"><li>1. Write and advertise the tender for a half time, 2 year Youth Work Coordinator post and commission youth work organisations to apply to deliver this work</li><li>2. In partnership with the successful youth work organisation, apply for funding to match FTC's contribution in order to create a full time post for two years</li></ol> <p><b>E. Taking forward the proposals of Participate Frome</b> The CPO noted that Ruth and Tessa would be working with local communities through the Participate Frome brand. They would be organising a meeting for March 2014 to start working out how the recommendations from Participate Frome can be developed with local groups.</p> <p>The recommendation was to endorse the next steps for delivery of Participate Frome findings.</p> <p>The six recommendations were taken as one and proposed by Cllr Golinski, seconded by Cllr Usher and agreed unanimously.</p>	
<b>2014/8/EAC</b>	<p><b>6 FOR DECISION – PROPOSED APPRENTICESHIP HUB</b> The Economic Development &amp; Regeneration Manager explained that in Frome, 170 businesses employ apprentices. The EDRM and Tessa Hibbert undertook research among employers and young people and discovered that the demand for apprenticeships was outstripping supply. He noted that 90% of the students who took part in the research were interested in pursuing an apprenticeship after education. They found that a large problem was the volume of training providers and therefore employers and young people were unsure of whom to approach. In addition small businesses were reluctant to get involved and take on responsibility of an apprentice due to time and resources.</p>	

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	<p>The EDRM noted that Frome College were hoping to work with FTC to establish a 'Next Step hub' for students and businesses, which would also help coordinate the delivery of training. Cllr Eliot noted that what was being proposed was new and different with a focus on the provision.</p> <p>Cllr Usher noted there was a need to identify who the main players are. He proposed to amend recommendation 3 to add that up to £30,000 be allocated from the budget.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Support the principle of the establishment of an apprenticeship hub in Frome with Councillor Toby Eliot acting as 'Project Sponsor'</li> <li>2. The Economic Development &amp; Regeneration Manager be authorised to enter into negotiations with prospective partners in the apprenticeship hub initiative in consultation with the Project Sponsor</li> <li>3. A further report be presented to the Council, including identification of the main players, to enable contracts to be entered into when negotiations are completed and up to £30,000 is allocated from the budget</li> </ol> <p>Proposed Cllr Hooton, seconded Cllr Usher, agreed unanimously.</p>	<p style="text-align: center;"><b>PWh</b></p> <p style="text-align: center;"><b>PWh</b></p>
<p><b>2014/9/EAC</b></p>	<p><b>7 FOR DECISION – PROPOSED WORKS TO BOYLE CROSS AND THE MARKET PLACE</b></p> <p>Cllr Usher noted that although the cost of £300,000 seemed a lot, a large part of this would be contributed from Asda as part of their s106 agreement.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Obtain competitive quotes for detailed design and contract supervision in relation to a first phase of town centre remodelling relating to the Boyle Cross, adjacent parking area and works on the entrance to King Street</li> <li>2. Report to Council on 19 March, setting out recommendations regarding the letting of a contract for detailed design and contract supervision, further consultation with stakeholders on the detailed design and work relating to the planning and tender stages of this project</li> </ol> <p>Proposed Cllr Usher, seconded Cllr Golinski, agreed unanimously.</p>	<p style="text-align: center;"><b>PM</b></p> <p style="text-align: center;"><b>PM</b></p>
<p><b>2014/10/EAC</b></p>	<p><b>8 FOR INFORMATION – PROGRESS TOWARDS A PARKING STRATEGY FOR FROME</b></p>	

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	<p>The Town Centre Regeneration Manager noted that from his discussion with MDC officers so far, the key element for MDC was that the parking strategy was revenue neutral for them. He noted that they were open to receiving other suggestions.</p> <p>Cllrs noted the paper.</p>	
<b>2014/11/EAC</b>	<p><b>9 FOR DECISION – TAKING FORWARD THE DEBATE OVER THE FUTURE OF SPORT AND LEISURE SERVICE PROVISION IN FROME</b></p> <p>Cllr Damon Hooton informed Cllrs that Cllr Helen Sprawson White was the new shadow portfolio holder for Regulatory Services.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Write immediately to the Chief Executive of MDC to request that no decisions are made over the future of Frome Leisure Centre until FTC, local sports organisations and the local community better understands the process being undertaken by MDC, an assessment is made of the current and future needs of a town the size of Frome and whether alternative business models exist</li> <li>2. To that end, MDC with the help of FTC, immediately start a transparent, exhaustive and thorough consultation process which includes all local parties and Sports England</li> <li>3. To report back to EAC on 30 April with an update on whether MDC has taken forward the above recommendations</li> </ol> <p>Proposed Cllr Usher, seconded Cllr Golinski, agreed unanimously.</p>	<p><b>PWy</b></p> <p><b>PWy</b></p> <p><b>PWy</b></p>
<b>2014/12/EAC</b>	<p><b>10 FOR DECISION - ACQUISITION OF AN OPEN SPACE AT FOUNDRY BARTON AND A SECTION OF RIVERBANK AT HENLEY WAY</b></p> <p>The Town Clerk clarified that the term ‘make good’ used by the developers Persimmon meant the play park is removed and the ground rotivated.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Endorse the agreement to adopt the two sites with the respective s.106 budgets</li> <li>2. Create an earmarked reserve comprising the riverbank s.106 budget to maintain the riverbank in future</li> </ol> <p>Proposed Cllr Hooton, seconded Cllr Usher, agreed unanimously.</p>	<p><b>PWy</b></p> <p><b>JW</b></p>
<b>2014/13/EAC</b>	<p><b>11 FOR DECISION – SUPPORT FOR FROME FESTIVAL</b></p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>1. Agree to a 2 year funding agreement with the Festival in 2014 and 2015 and partnership working to secure new commercial</li> </ol>	

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	sponsors and other external funding 2. Confirm that the Council will provide £10k in grant aid to the Frome Festival in 2014/15 and 2015/16  Proposed Cllr Hooton, seconded Cllr Usher, agreed unanimously.	<b>PW</b>
<b>2014/14/EAC</b>	<b>12 DATE OF NEXT MEETING</b> The next meeting will be at 7pm on Wednesday 30 April, Saxonvale Centre	

The Chair closed the meeting at 9.17pm