

# **FROME TOWN COUNCIL**

*making Frome a better place*

To Members of Frome Town Council:

Dave Anderson; Eve Berry; Adam Boyden; Carole Bullen; Graham Burgess; Adrian Dobinson;  
Toby Eliot; Pippa Goldfinger; Tricia Golinski; Damon Hooton; Claire Hudson; Peter  
Macfadyen (Chair); Dickon Moore; Helen Sprawson-White; Helen Starkie; Mel Usher; Nick  
White  
and  
Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

## **FROME TOWN COUNCIL MEETING**

**Wednesday 17 September 2014, 7pm**

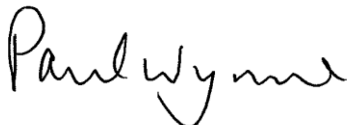
**Assembly Rooms, Christchurch Street West, Frome. BA11 1EB**

Please contact Laura Poulton in advance of the meeting if you are unable to attend

## **AGENDA**

1. Questions, comments and information from the public and county and district Cllrs
2. A short talk from Bob Ashford, Chair of Fair Frome
3. Apologies for absence, declaration of members' interests and minutes from the last meeting on 23 July 2014 and the most recent committee meetings
4. An update on what the Council is working on at the moment
5. Local Government Pension Scheme employers Discretions Policy
6. To decide whether to purchase the Public Offices, Christchurch Street West
7. FTC policy on Twinning
8. A prospectus to help secure support funding for future development of the land at Saxonvale
9. The next meeting will be at 7pm on Wednesday 5 November, Frome Football Club

Yours sincerely



Paul Wynne, Town Clerk  
Frome Town Council, 5 Palmer Street, Frome. BA11 1DS  
10 September 2014

# **FROME TOWN COUNCIL**

*making Frome a better place*

## **AGENDA**

- 1. Questions, comments and information from the public and county and district Cllrs**
- 2. Short talk from Bob Ashford, Chair of Fair Frome**
- 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 23 July 2014**
  - 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**

# FROME TOWN COUNCIL

## *making Frome a better place*

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

SUMMARY OF RESOLUTION	MINUTE NO.	CMTEE	MEETING DATE	RESPONSIBILITY	PROGRESS REPORT	Target Date
Frome Community Hub	2014/40	FC	21/05/2014	Paul Wynne	On the agenda	17/09/2014
MDC plans for Local Legacy Grant Scheme for 2014/15	2013/57	FC	24/07/2013	Paul Wynne	Applications have been submitted. We are expecting to hear back at the end of October	05/11/2014
Frontier Estates application for development at Saxonvale		FC		Patrick Moss	The Frontier application remains to be determined and is not on the agenda for Mendip's Planning Board in September. Somerset County Council have not yet formally responded to the proposed highway alterations, involving an additional roundabout on Wesley Slope, but have indicated that they are unlikely to be acceptable.	
Annual Return		FC		Jackie Wheeler	The 2013/14 external auditors Grant Thornton have requested further information regarding minutes and evidence of meetings where the Cheese and Grain redevelopment costs and budget were discussed. They were satisfied with the additional information received in July regarding Fixed Assets, Internal Auditors and the 13/14 Precept setting procedure and commented FTC's tendering process information received was easy to follow. They are keen to complete the audit by 30 September 2014, the date the audited annual return should be published.	30/09/2014
Enterprise Area - Bath and West Showground	2014/59	FC	23/07/2014	Peter Wheelhouse	The Mendip Scrutiny Board met in July to consider the decision to proceed with the consultation on the proposed Local Development Order (LDO) for the Bath & West Showground. Neil Howlett (on behalf of Frome Chamber) and the ERDM spoke and encouraged MDC to think again about this proposal. The Board decided in the end to endorse the decision to pursue the consultation on the LDO but it was confirmed at the meeting that MDC consider this to be a 'pilot' that can be rolled out across the District. We also have the promise of full consultation including town and parish councils and Town Chambers. The ERDM is considering how similar incentives can be provided in Frome.	
Allocation of land supply for development in Frome	2014/60	FC	23/07/2014	Jane Llewellyn	Deadline for submission has now closed and we are awaiting feedback from MDC.	
Market Place project	2014/61	FC	23/07/2014	Patrick Moss	Following discussions with the conservation officer for Mendip revised plans are being submitted that more closely follow the historic unobstructed views of the cross. These will be with Mendip Planning department next week. Discussions over land transfer and replacement free parking are progressing well.	
Neighbourhood Plan		FC		Jane Llewellyn	This has been submitted and a discussion is planned for the next Council meeting.	05/11/2014
Review of financial regulations and committee terms of reference		IAC		Jackie Wheeler		05/11/2014
Precept Demand and agree Budget		FC		Jackie Wheeler		07/01/2015
Sign off Work Programme		FC		Paul Wynne		07/01/2015
Dispensation for Cllrs to vote on precept		FC		Paul Wynne		07/01/2015
Annual Return		FC		Jackie Wheeler		20/05/2015
Sole managing trustee meetings		FC		Paul Wynne		01/07/2015
Annual Report		FC		Paul Wynne		01/07/2015

#### Key

	Overdue
	On going (on schedule)
	Action required
	Upcoming item

# FROME TOWN COUNCIL

*making Frome a better place*

## 5. For Decision - Local Government Pension Scheme employers Discretions Policy

Author: Responsible Finance Officer

At the last meeting, adopting an employer's Discretion Policy was discussed and it was agreed to bring it back to this meeting and invite a representative of Peninsula Pensions to attend. Catherine Pearce, Deputy Head of Peninsula Pensions will be attending in her role as liaison officer with employers and procedural compliance and will be available to answer any questions.

### *Summary*

Local Authorities must consider, discuss and adopt its own Local Government Pension Scheme Discretionary Policy which they are required to publish and keep under review.

### *Background*

National changes to the pension scheme from 1 April 2014 and under the revisions to the Local Government Pension Scheme (LGPS), Frome Town Council as an employer is required to publish a statement as to their adopted policy regarding certain discretions they may exercise in relation to members of the scheme.

The policy can be found at Appendix 1 and the discretions are:

- Whether the Council elects to pay all or part of an additional sum to a member's pension

This could be used as an incentive to recruit or retain an employee.

- Whether the Council allows an employee over the age of 55 to claim all or part of their pension whilst continuing to work, either at reduced hours or a lower grade (Flexible retirement)

In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds or a member has protected rights.

- Whether the Council chooses to waive or reduce the actuarial reduction applied to those members on flexible retirement, or employees leaving before retirement age due to ill health or an active member who chooses to draw their pension between the ages of 55 and 60
- Whether to allow the 85 year rule to be 'switched on'. Previously if the combined total of an employee's age and length of service was 85 they could retire without any reduction to their pension. This option has been removed.
- Whether to grant additional pension to members leaving through redundancy or business efficiency up to £6,500 pa

# FROME TOWN COUNCIL

*making Frome a better place*

- Whether the Council agrees to 'top up' an employee's pension who is leaving following redundancy. This discretion expires 30/09/14
- Whether to allow all or part of benefits paid to an employee aged 55 or over (Repetition of point 2)
- Whether to allow ex employees between the ages of 55 and 59 claim early repayment of their pension
- Whether the Council allows reinstatement of tier 3 ill health and waives or reduces the actuarial reduction

Discretion will be considered case by case taking into consideration the financial implications to the Council.

### *Recommendation*

Approve the Local Government Pension Scheme Discretions policy.

## **6. For Decision – Purchase of Public Offices on Christchurch Street West**

Authors: Town Clerk and Responsible Finance Officer

### *Summary*

At the last Council meeting on 23 July it was agreed to come back to this meeting with the results of the various detailed surveys proposed in the full structural survey before proceeding to purchase the freehold of the former Social Services Building on Christchurch Street West.

This report confirms that these surveys have now been carried out and provides more detail of the findings and puts them in the context of the costings previously presented.

It is recommended that Council proceed with the purchase.

### *Update on Surveys*

We now have the damp and floor wood survey for the rear of the building. The survey notes that, "the scale of the works to manage the damp issues to the rear of the building is valued at £18,000. The work will need to be carried out before refurbishment".

The ceiling integrity survey notes that they are generally sound with only some minor works to six rooms including the Council Chamber, "The risk posed by lath and plaster ceilings is valued at £16,336". Again this work should be carried out prior to refurbishment.

Access compatibility survey notes that overall the building has been adjusted to accommodation legislative requirements. There is a list of minor works that are

# FROME TOWN COUNCIL

*making Frome a better place*

advisable and, while legislatively, an updated stair lift would be the absolute minimum requirement, a lift is a much more appropriate solution (including an estimated £50,000 for a new lift).

We also have a full asbestos survey carried out by the County Council in March 2014 which notes where asbestos is in the building, its condition and confirms that there are no significant risks associated with it.

None of the surveys have revealed any surprises.

### *Costs of purchase and Improvements (Capital costs)*

The works required to implement the recommendations in the surveys will be incorporated into the design brief for the building (see below). Our surveyor has reviewed the likely cost of changes required and overall we are still confident that the costings presented to Council in May are robust, some are a little higher (damp works) others are a little less (the lift for example). The RFO continues to refine the costings and these are listed in table A.

The County Council has reduced the price relative to the valuation by £50,000 and are offering it to us for £275,000. There will be a claw back mechanism where the County would benefit from the onward sale of the property but this is normal practice. There is also a condition to work with the County Council to ensure that this project and the upcoming County-led Library building hub provide complimentary services to the public. This is reasonable in my view.

The Public Work Loan Board has approved our loan request for £550,000. In May we proposed to stagger some of the future works and establish an EMR for this at £20k pa from 2016 – 2019. However, now that we have negotiated a lower price of £275k this EMR is no longer required. As a result and on the advice of the surveyors, we plan to bring forward the work and restore all that is required in the first year prior to occupation. We would then be confident that the building will be in a good state of repair. In May, we noted that the EMR Office Relocation (£145k) might need to be used at a later date for DDA compliance (primarily installing a lift) and other works. The table below shows that we will utilise this EMR to enable the lift and other works to be carried out.

The £550k PWLB loan, the £145k EMR Office Relocation and the £23k Earmarked Community Group Subsidy (DDA compliance in the first year) will enable us to purchase and complete all the building restoration works including installing a lift prior to occupation rather than phase the works over five years.

Now we are confident that we have the finance available to purchase and have costed the works required to restore the building it is proposed to move forward and purchase the building.

# FROME TOWN COUNCIL

*making Frome a better place*

Assuming Cllrs agree to the recommendation to purchase the property I expect to exchange contracts in November with a completion date of sometime in March / April 2015 when the County officers move out.

**Table A**

<b>Capital costs</b>	<b>2014/15</b>	<b>2015/16</b>
Purchase price	£275,000	
Building repairs	£156,140	£59,300
Future restoration works	£130,000	
Building project management & Internal design	£39,540	
Contingency	£34,540	
Fees (legal stamp duty)	£14,000	
PWLB 6mths	£10,300	
<b>TOTAL</b>	<b>£659,520</b>	<b>£59,300</b>

<b>Capital requirement</b>	<b>2014/15</b>	<b>2015/16</b>
PWLB over 25 yrs	£550,000	
Council Support Tax grant	£23,000	
EMR Office relocation	£145,820	
<b>TOTAL</b>	<b>£718,820</b>	

As previously noted in May, it is proposed to establish some form of Community Trust to own the building and retain for the community, along the same lines as the Theodore Ann Le Gros Trust that owns Birchill Allotments. We will bring back to the meeting in November a formal proposal to this end. The ongoing costs are based on this assumption.

*Ongoing expenditure and income*

The RFO has also been firming up the likely ongoing costs and income. We remain confident that the income we will receive from renting out the offices and meeting rooms will equate with running costs (see forecast income and expenditure at Tables B and C).

# FROME TOWN COUNCIL

*making Frome a better place*

## *Expenditure*

The total estimated annual expenditure required to run the building is £116k. These figures have been refined since the meeting in May and can be reviewed at the costings Table B.

Originally we only had the utility costs provided by Somerset County Council to work on. We have now refined these costs based on the Council's own budgets and apportioned them and added an inflationary increase over the rooms available to let. We will also need to employ additional staff to promote and book the rooms for hire, and/or a caretaker for evening and weekend lettings.

We have factored in the annual interest and capital repayments for the PWLB. It is also prudent to budget for future investment in the building that can be considered in the years following occupancy, but not until 2017/18 at the earliest. This isn't included below.

Council agreed to use the 14/15 Council Support Tax grant to offset costs for community groups so this is accounted for as income. This will operate for four years.

**Table B - Expenditure**

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>Comments</b>
Utilities	£11,700	£12,000	£12,300	£12,610	Apportioned using FTC actual costs
Broadband/ Phones	£19,500	£20,000	£20,500	£21,015	Apportioned using FTC actual costs
Building maint incl cleaning	£25,000	£25,625	£26,265	£26,920	Apportioned using FTC actual costs
Caretaker/ Lettings	£25,000	£25,625	£26,265	£26,920	Day/evening lettings management
PWLB repayments	£35,336	£35,336	£35,336	£35,336	25 yr fixed loan
<b>TOTAL</b>	<b>£116,536</b>	<b>£118,586</b>	<b>£120,666</b>	<b>£122,801</b>	

## *Income*

The first indicative income figures presented in May were based on the total square footage of the whole building including the Elliot building. We now have a floor plan which has enabled us to revise our figures based on the estimated square footage of each room available to rent out as office/meeting room space. (See Table C for the income breakdown).



# FROME TOWN COUNCIL

*making Frome a better place*

The existing layout, including the Elliot building, provides 12 offices in addition to the Council's requirements. Assuming 80% occupancy the estimated income based on the commercial rent per square foot is £11.7k pa for the offices plus £4.1k for the Elliot building space.

In addition, we estimate we will generate in the region of £40.5k pa from room hire, comprising £13.2k from the downstairs meeting room, £15.6k from the Council Chamber hire for meetings and private functions, £1.9k for the hire of the Council Chamber on Sunday mornings and £9.7k for marriage ceremonies during the year.

The current budgets for the Town Council accommodation and meeting room hire (£31k for 15/16) are added to expected income. If we didn't include this amount in the income stream, we would effectively be expecting hirer's and tenants to subsidise the Town Council.

**Table C - Income**

Income pa based on sq ft available 'room' space available to let					
	2015/16	2016/17	2017/18	2018/19	Comments
Office space hire	£11,723	£12,020	£12,320	£12,630	Based on 80% occupancy
Elliot building	£4,175	£4,280	£4,390	£4,500	Based on 100% occupancy
Meeting room hire	£13,250	£13,580	£13,920	£14,270	Min hire 3 mtgs pw
Council Chamber hire incl w/ends	£15,600	£15,990	£16,390	£16,800	Min £300 pw private functions & meetings
Council Chamber hire Sunday am	£1,950	£2,000	£2,050	£2,100	Frome Baptist Church 1.5hrs pw
Registry Office ceremonies	£9,750	£10,000	£10,250	£10,500	£75 per ceremony 5 per day x 26 wks
Café	£2,400	£2,460	£2,525	£2,590	Based on Victoria Park rent
Car parking	£4,700	£4,820	£4,940	£4,820	18 spaces x £1 per working day
FTC budgets incl Palmer St & mtg room costs	£31,000	£31,775	£32,570	£33,385	FTC budgets offset accommodation costs
EMR Community Groups support	£23,000	£23,000	£23,000	£23,000	14/15 Council Tax Support Grant 4 yrs
<b>Total</b>	<b>£117,548</b>	<b>£119,925</b>	<b>£122,355</b>	<b>£124,595</b>	

# FROME TOWN COUNCIL

## *making Frome a better place*

### *Taking forward the design and occupancy part of the project*

We have been progressing discussions with prospective tenants and hirers of rooms in order to do two things. First, to understand what facilities are required and so inform our design specification. Second, to continue to refine our income forecast from rent and hire fees.

One of the key objectives of this project is to create a vibrant, busy and popular place that people want to come to, feel comfortable in and even be inspired by. To achieve this we need to maximise usage of the building and this requires investment in the interior design and a high quality implementation. We are therefore working on making the design process participative and exciting and so increase the chances of establishing the kind of place that we all want. I will make this a key part of my report to the November Council.

### *Name*

As discussed at the meeting in July, the name of the building is very important and will set the tone of activities in the future. The name in the stone work above the front door is "Public Offices". Given this is what we want to achieve – offices for the public – this name seems most appropriate.

### *Recommendations*

1. Acquire the Public Offices from the County Council for a price of £275,000 as soon as possible by drawing down the loan from the PWLB in a phased way to minimise interest repayments
2. Call the building "The Public Offices"
3. Note and continue to refine the forecast capital expenditure, and ongoing income and expenditure as more information becomes available
4. Progress developing the participative process of working with the community to develop a design brief
5. Provide a progress report to the November Council meeting
6. Keep Cllrs up to date between Council meetings via Members' Update

## **7. For Decision - FTC policy on Twinning**

Author: Town Clerk

### *Summary*

The last twinning quadripartite which took place in Chateau Gontier in July led the Mayor to initiate some further discussion about:

- the role and purpose of twinning generally
- the quadripartite to be held in Frome in 2015
- the arrangements for the four-way thematic conferences planned for 2015/6
- the potential for wider community engagement

In view of past discussions on this matter I thought it timely that you as a Council considered all of the implications.

# FROME TOWN COUNCIL

## *making Frome a better place*

### *Background*

Historically, the Twinning Association has organised twinning activities on behalf of the town. The role of FTC was minimal. During the last quadripartite in Frome in 2011, the Town Council took on more of a role in funding and organising events at a cost of £10,000, not counting officer time which was considerable and net of the grant we received from the EU. In the last three years the Twinning Association has organised all arrangements for the trips to Murrhardt, Rabka and Chateau Gontier.

### *Role and Purpose of Twinning*

Twinning was initiated to encourage cultural exchange and mutual understanding amongst European nations in the tense post-WW2 environment. The aims of the Twinning Association, listed below, provide a good understanding of the general objectives of twinning:

- Encouraging contact and friendship between individuals, groups and civic leaders in the tripartite towns
- Encouraging educational, cultural and commercial and social contacts and visits of all kinds
- Encouraging the use of the French and German languages, especially by young people, by visiting and staying with families in the twin towns
- Promoting Frome and its surrounding areas to the people in the twin towns and making visitors from them welcome in our town and homes

Frome was officially twinned with Château-Gontier in France in 1975, Murrhardt in Germany in 1983 and Rabka in Poland in 2009.

Potentially, twinning has benefits to the community: the potential for learning across boundaries, accessing unique training opportunities, developing language skills and making lasting friendships can be significant.

### *The difference between Frome and its twins*

The other three local authorities in this twinning arrangement provide a far greater range of public services than Frome Town Council, have significantly bigger budgets and are much better resourced. As a result they are able to give twinning a much higher local profile than we can in Frome. There is also a significant difference in the enthusiasm for twinning in Frome compared to the other three towns. The enthusiasm to learn and speak English in the other twin towns is far greater than the enthusiasm to speak Polish, French or German in Frome. And those young people who want to improve their languages find it relatively easy to visit France and Germany without the need for a twinning mechanism to help them.

Combined, these factors create a significant mis-match that we have been grappling with for years. And one that needs to be discussed and a future path agreed upon.

The current Mayor visited Chateau Gontier in July and noted on his return, “While of course I was grateful for the hospitality of our hosts, I was struck by the vast difference in Chateau Gontier’s budget and ours. As a town I cannot see how we can

# FROME TOWN COUNCIL

## *making Frome a better place*

justify putting resources in at similar levels. I think there is great potential for youth exchange and possibly around particular areas of shared interest, otherwise – from Frome’s position – the model needs to change”.

Cllr Moore on his return from Rabka the previous year noted, “From my visits to our twin towns I would say that the greatest benefit that twinning has to offer our town is access to cultural, social and educational opportunities for young people. This doesn’t appear to be happening at the moment and it is this area that I believe the Council should support”.

Cara Honey, the Mayor for Young People accompanied both Mayors and says, “On both of my visits, I could see how important twinning could be for young people and yet how they are not actively involved. If twinning generally, and the quadripartites specifically are to continue, I think that a more cohesive effort needs to be made, between the Twinning Association and other organisations in the town to involve more young people in these events”.

The Mayor also attended the last Frome Twinning Association meeting where members of the Association were very worried about the level of commitment that will be required next year when Frome is due to host the next Quadripartite.

While the members of the Twinning Association firmly support the objectives of twinning and benefit from attending the annual quadripartite, it can be argued that the vast majority of the town’s population do not benefit. Whilst the Council contributes very few resources to twinning this position is acceptable, and indeed we should applaud the work done by Association, but once it becomes more heavily involved the question must be asked “how well does any expenditure on this issue fit into our overall priorities?”

There are two significant upcoming events to be planned in Frome: the quadripartite in July 2015 and a thematic conference in Spring 2016 (one of four being held in each twin town over the next 18 months).

If these two events are to go ahead the Town Council needs to commit and allocate resources now. If it considers the benefits do not out way the costs of either them it should decide now and inform the Twinning Association of this. The Twinning Association would then be able to decide whether to be responsible for organising and delivering either event.

### *Quadripartite in Frome 2015*

At the present time, the Town Council has not allocated any resources to deliver the quadripartite next summer and we need to make a decision whether to do so. I have summarised the various options below.

*Option 1 – allocate a budget now to enable the Town Council to organise the quadripartite*

# FROME TOWN COUNCIL

## *making Frome a better place*

The staff time required to organise the last one in Frome was significant and given current and likely future workloads allocating a large portion of staff time is not realistic. Last time in Frome the cost (excluding the EU grant and staff time) was £12k and it is unlikely that there will be an EU grant fund available. Cllrs need to decide, therefore, whether to allocate financial resources to be able to confidently deliver this event next year. Assuming the costs of an event organiser is £4125 (15 days x £275), the same FTC expenditure as last time at £12,000, and some additional expenditure, say £4,000, resulting from no EU grant, it is estimated that a budget of up to £20,000 would be needed.

*Option 2 – Encourage the Twinning Association to take responsibility to organise the event.*

The Twinning Association could build on their successes over the past three years and work with groups and fundraisers in the town to deliver the Frome quadripartite with the Mayor and Mayor for Young People acting as hosts, but with minimal additional contribution from FTC.

Even if FTC proposes this option, it is clear that the Twinning Association would be presented by considerably (and perhaps insurmountable) challenges in carrying this out. They are aware that at the moment they have very limited resources to deliver a quadripartite; certainly one along the lines of those in previous years. They may consider that a reduced quadripartite might be feasible with just a few friends staying with the committee members, for example.

If it is decided that no (or minimal) resources are to be allocated to organising the event and, if the Twinning Association does not feel able to deliver the quadripartite, the other three twin towns should be informed sooner rather than later that the event will not be going ahead.

If Cllrs decide on option 2 above it seems reasonable and fair to the other towns, to consider Frome's status as a twin town. Pulling out altogether would seem rather drastic because there may be future Councils and communities that want to rekindle the relationship that exists with our three twins. So, if option 2 is taken, then FTC should invite the Twinning Association to discuss the future relationship of Frome with the twin towns on the premise that minimal resources will be available from FTC.

*Four Thematic Conferences – one in each town*

The four towns have now received confirmation of funding from the EU to run four conferences over the next two years – one in each town. Colleagues in Murrhardt masterminded this application. Cllrs Hooton and Goldfinger were instrumental in developing the parts related to Frome.

The EU will pay the grant in two instalments: 50 per cent up front and 50 per cent on satisfactory completion of all four conferences. The Internal Affairs Committee agreed last October to underwrite the Frome conference with an allocation of £10,000 in the unlikely case that the EU's final instalment did not arrive. Since then, the final

# FROME TOWN COUNCIL

## *making Frome a better place*

(successful) application was submitted by Murrhardt and was greater than the original estimates outlined to IAC last October. As a result, in order to underwrite the conference FTC would need to underwrite an additional £5000 in temporary match funding, making £15,000 in total. It is emphasised that the chance of not being refunded by the EU is extremely small.

The first conference planned for this Autumn will be held in Murrhardt and will focus on the economy, internships and job searches abroad. This will be followed by Chateau Gontier focussing on local politics and exchanges of best practice, while Rabka will be leading on leisure and wellness. The Frome conference on green energy is planned for Spring 2016. There will be tangible benefits to each town of sharing best practice and it could be argued that this is what twinning should be doing in the 21<sup>st</sup> century.

Given there is now a commitment from each town to deliver a conference and the funding is in place, FTC should work with the Twinning Association to make a success of this initiative. The funding award should cover event planning and management costs and it is expected that this will be contracted out to an event organiser. Resource implications on FTC will therefore be minimal. Cllr Hooton and possibly Cllr Goldfinger are visiting Murrhardt in mid-October for a planning meeting and further details will be forthcoming then.

### *Potential for wider public engagement*

As discussed above, while a few people in the town benefit from twinning in its current form, most people and virtually all young people do not. Perhaps twinning in its current form has gone as far as it can and perhaps a revised focus is required, with new objectives designed to create benefits to our young people.

Should we now be focussing on building cultural bridges with people in other continents or at least in other places in Europe? One argument is that bridge building should focus on future world economic leaders such as the BRICS countries (Brazil, Russia, India, China and South Africa) and/or countries where young people or our schools have specific interests or links - developing countries or countries experiencing troubled times, for example. The College has strong links with China and they would like to deepen this relationship.

As a result, a new approach is probably needed and the Town Council should perhaps support the development of cultural links initiated by young people and schools and consider allocating some resources to this in next year's budget.

### *Recommendations*

1. Work with the Twinning Association to deliver a successful conference on energy in Spring 2016 and underwrite this event by £15000
2. Cllrs to consider the two options about the Frome quadripartite in 2015 and decide either a) to allocate £20000 and deliver it with the Twinning Association or b) to support the Twinning Association to deliver it on Frome's behalf and

# FROME TOWN COUNCIL

## *making Frome a better place*

allocate the remaining £2800 in the current twinning budget to support this, if the Association wishes

3. Depending on the decision in 2 above discuss with the Twinning Association next steps for twinning in Frome and inform the other twin towns whether the 2015 quadripartite is going ahead and if so the extent of it. The general future of Town Twinning should be part of this discussion
4. Encourage new cultural exchanges with other towns in other countries led by young people and schools and consider allocating a budget to support this next year

### **8. For Decision - Preparation of prospectus for Saxonvale**

Author: Economic Development & Regeneration Manager

#### *Summary*

The purpose of this report is to secure Councillors' support for the principle of preparing a prospectus that sets out an alternative plan for the regeneration of the Saxonvale site. This would be jointly commissioned by the Town Council and the Carley Development Trust at a cost of £10,000 to be financed using the Town Centre Redevelopment EMR.

#### *Background*

Some Councillors will be aware that, at the meeting of the External Affairs Committee on 18 December 2013, it was agreed that support be given to an application to the Homes & Communities Agency (HCA) for Community Right to Build (CRtB) funding. This would enable a feasibility study to be completed and an application for a Community Right to Build (CRtB) Order to be prepared and submitted in respect of a plan for regenerating Saxonvale that reflected the Council's policy for the site in the draft Neighbourhood Plan. The significance of a Community Right to Build Order is that the local community would decide whether the proposed development should go ahead through a local referendum. The Committee also agreed that the Council would pledge up to a maximum of £5,000 in 2013/14 and up to a maximum of £5,000 in 2014/15 to the Carley Development Trust (CDT) to support this process using the existing Town Centre Redevelopment EMR.

Whilst the HCA supported the application, the Department for Communities & Local Government (DCLG) rejected it. The main and key point is that they did not have comfort that a sufficient amount of the land is under or likely to be under the CDT control and therefore considered that the development is not right for a Community Right to Build Order. They believed that the plans would be much more suited to a Neighbourhood Development Order.

#### *Discussion*

When Councillors last considered the issue in December 2013, they were convinced that the exploration of the feasibility of bringing forward an alternative, more comprehensive scheme was an appropriate thing to do. That is still the case; the

# FROME TOWN COUNCIL

*making Frome a better place*

Council's policy on Saxonvale has not changed and is firmly set out in the draft Neighbourhood Plan which has just been submitted to Mendip District Council (MDC).

In order to progress this project there is a need to prepare a prospectus that can be presented to prospective investors and others that might help this project along. The work on this prospectus would be commissioned jointly by the Town Council and the Carley Development Trust. It is estimated that the cost of doing so would be £10,000 and it is proposed that Councillors agree to the principle of the use of the Town Centre Redevelopment EMR for this purpose.

It is suggested however that the expenditure is subject to the outcome of the current applications to MDC by Frontier, Terramond and McCarthy & Stone which are due to be determined imminently. This is because, if, for example, the Frontier application is approved the usefulness of a prospectus may be small.

### *Recommendation*

Support the principle of preparing a prospectus that sets out an alternative plan for the regeneration of the Saxonvale site. To be jointly commissioned by the Town Council and the Carley Development Trust at a cost of £10,000 to be financed using the Town Centre Redevelopment EMR. The expenditure to be subject to the outcome of current planning applications to MDC relating to Saxonvale.

- 9. The next meeting will be at 7pm on Wednesday 5 November, Frome Football Club**



# FROME TOWN COUNCIL

*making Frome a better place*

## 3 c. To consider and approve the minutes of the last meeting held on 23 July 2014

### Draft Minutes of a meeting of Frome Town Council

Wednesday 23 July 2014 at 7pm  
Assembly Rooms, Christchurch Street West, Frome. BA11 1EB

#### Present:

Councillors: Dave Anderson; Eve Berry; Adam Boyden; Adrian Dobinson; Toby Eliot; Pippa Goldfinger; Tricia Golinski; Damon Hooton; Claire Hudson; Peter Macfadyen; Dickon Moore; Mel Usher; Nick White  
Alex Shingler (Deputy Mayor for Young People)

#### In attendance:

Claire Wilson (Frome Standard), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Jackie Wheeler (Responsible Finance Officer), Laura Poulton (Administration Officer)

4 members of the public

Minute Ref	Agenda Item	Action
2014/53/FC	<p><b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC AND COUNTY AND DISTRICT CLLRS</b></p> <p>A member of the public expressed concern that Mendip District Council's working group minutes from their meeting in January 2014 suggested MDC were told by the Department of Energy and Climate Change they would benefit financially from allowing fracking and shouldn't be concerned about the impact on the environment. Cllr Hooton noted that the working group would be meeting again on 16 September and he would raise her concerns at the meeting. Cllr Boyden also noted that he had spoken with the Chief Executive at MDC and asked him to write to DECC requesting they remove areas in Mendip and around Bath from a future licensing round. Like Cllr Hooton, Cllr Boyden offered to raise the residents' concerns at the next working party meeting.</p> <p>Charles Wood noted that he felt that not all community groups who would become tenants of the old Social Services building should be charged rent. Cllr Usher clarified that this would be the intention.</p> <p>Jill Fone expressed concern that there was still no progress on the transfer of the old play park at Foundry Barton and it was once again overgrown. Cllr Usher noted that FTC was still very willing to take ownership. Cllr Hooton noted he would raise these concerns at the next CAMG meeting.</p>	<p><b>Cllr Hooton</b></p> <p><b>Cllr Boyden</b></p> <p><b>Cllr Hooton</b></p>

# FROME TOWN COUNCIL

*making Frome a better place*

2014/54/FC	<p><b>2 a. APOLOGIES</b></p> <p>The Chair formally opened the Council meeting at 7.20pm and apologies of absence were received from Cllrs Bullen, Burgess and Sprawson – White and Cara Honey (Mayor for Young People). Cllr Moore would arrive late to the meeting.</p>	
2014/55/FC	<p><b>2 b. DECLARATION OF INTERESTS</b></p> <p>A declaration was received from Cllrs Hooton and Hudson 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> <p>Cllr Hooton declared an interest in item 5, Cllr Boyden declared an interest in item 6 and Cllr Hudson declared an interest in item 10.</p>	
2014/56/FC	<p><b>2 c. MINUTES</b></p> <p>The minutes of the Frome Town Council meeting held on 21 May 2014 were approved as a true record of the meeting and signed by the Chair.</p> <p>The minutes of the Extraordinary Frome Town Council meeting held on 25 June 2014 were approved as a true record of the meeting and signed by the Chair.</p>	
2014/57/FC	<p><b>3 AN UPDATE ON WHAT THE COUNCIL IS WORKING ON AT THE MOMENT</b></p> <p>Cllr Boyden handed a letter from the Strategic Assets Manager at MDC to the Town Clerk which was a reply to his letter about the Leisure Centre strategy. Cllr Macfadyen asked the Town Clerk to circulate the letter to all Cllrs.</p> <p>Cllr Golinski asked how many Local Legacy grant applications FTC would be submitting to MDC. The Town Clerk explained there were four in total and two were in partnership with community groups in the town. Cllr Golinski also asked if MDC had responded as to whether they would reconsult over the Frontier Estates amended travel plan. The Economic Development &amp; Regeneration Manager explained they would not be formally reconsulting. However they were asking for representations and that FTC were putting together a response.</p>	<b>PWY</b>
2014/58/FC	<p><b>4 FOR DECISION – TO TAKE OUT A LOAN FROM THE PWLB FOR £550,000 TO ACQUIRE AND RESTORE THE SOCIAL SERVICES BUILDING</b></p> <p>Cllr Boyden left and Cllr Moore arrived at 7.34pm</p>	

# FROME TOWN COUNCIL

*making Frome a better place*

Cllr White asked the Town Clerk if he had any confirmation from Somerset County Council as to whether they would be willing to transfer the building to Frome Town Council free of charge or if they would reduce the asking price. The Town Clerk confirmed that the commissioning directors had not yet made a formal decision.

Cllr Usher noted that ten days previously he wrote to the leader of SCC to ask that he consider the transfer of the building however had not yet received a reply.

Cllr Hudson expressed her concern that there were unknowns about the cost of the repairs that were recommended in the survey. The Town Clerk confirmed that there was a significant contingency to cover unknown costs at this stage.

The recommendation was:

Based on the result from the public consultation, to submit a loan application to PWLB for £550,000 in order to acquire the building

Proposed by Cllr Goldfinger and seconded by Cllr Eliot.

Cllr Hooton requested a recorded vote. The vote was recorded as follows:

Councillor	For	Against	Abstain
D Anderson	✓		
E Berry			✓
A Dobinson	✓		
T Eliot	✓		
P Goldfinger	✓		
T Golinski	✓		
D Hooton		✓	
C Hudson	✓		
P Macfadyen	✓		
D Moore	✓		

# FROME TOWN COUNCIL

*making Frome a better place*

	M Usher	✓			
	N White	✓			
	The recommendation was agreed by majority.				
2014/59/FC	<p><b>5 FOR DECISION – MENDIP’S INITIATIVE TO ESTABLISH AN ‘ENTERPRISE AREA’ AT THE BATH &amp; WEST SHOWGROUND AND ITS IMPACT ON FROME</b></p> <p>The Economic Development &amp; Regeneration Manager proposed an additional recommendation.</p> <p>Cllr Goldfinger asked the EDRM if an environmental impact and travel assessment would have to be carried out. In addition how would design quality be ensured. He explained that if a Local Plan Policy was in place this would have a planning framework, also safeguarding design quality.</p> <p>Cllr Hudson noted that Commerce Park was not in the Frome Parish and FTC should ensure the neighbouring parish council was consulted.</p> <p>Cllr Berry asked if the NDO would be applicable to Commerce park as well. The EDRM confirmed this and explained that Marston Trading Estate and Wessex Fields were also being explored as potential sites. Cllr Dobinson noted that the biggest problem for the Commerce Park site was that it was not serviced by public transport.</p> <p>Cllr Hooton invited the EDRM to the next Scrutiny Board meeting to address MDC Cllrs about the proposal.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. The report and the questions it raises are submitted to Mendip DC with a request that these matters are considered by Mendip’s Scrutiny Committee</li> <li>2. Further representations are made to Mendip DC objecting to Local Plan Policy CP9 as modified</li> <li>3. Authority is delegated to the Economic Development &amp; Regeneration Manager to consult with other agencies, Councils, landowners and their agents and others potentially affected by these proposals and feedback is provided to Councillors as soon as possible</li> <li>4. Council authorises the EDRM to enter into exploratory discussions with local landowners, their agents and neighbouring parishes to establish whether there is support</li> </ol>				<p><b>Cllr Hooton/PWh</b></p> <p><b>PWh</b></p>

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

	<p>for the introduction of a Neighbourhood Development Order that would permit development for employment purposes in Frome</p> <p>Proposed Cllr White, seconded Cllr Dobinson, agreed by majority. Cllr Hooton abstained.</p>	
<b>2014/60/FC</b>	<p><b>6 FOR DECISION – TO CONSIDER HOW TO ALLOCATE LAND SUPPLY IN FROME FOR DEVELOPMENT (IMPLEMENTING THE NEIGHBOURHOOD PLAN)</b></p> <p>Cllr Hudson requested that archaeological impacts should be taken into consideration for these suggested sites.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Promote the “call for sites” through the media, website and Social Media</li> <li>2. Work with the relevant groups and interested Cllrs in the town to identify appropriate sites to bring forward within the allocation criteria and produce a master map of sites to inform the allocation process</li> <li>3. Make contact and work with land owners to bring the identified sites forward</li> <li>4. Ensure that the Policies within the Neighbourhood Plan are implemented by: <ul style="list-style-type: none"> <li>• Protecting existing employment sites</li> <li>• Allocating a further 5 ha of employment land</li> <li>• Allocating Self/community build sites within the Development Limits</li> <li>• Designing additional public open space</li> </ul> </li> </ol> <p>Proposed Cllr Hudson, seconded Cllr Goldfinger, agreed unanimously.</p>	<b>JL</b>
<b>2014/61/FC</b>	<p><b>7 FOR INFORMATION – UPDATE ON PROGRESS OF THE MARKET PLACE PROJECT</b></p> <p>Cllr Golinski asked where the replacement free parking would be located. The EDRM noted this would be at the entrance to Bridge Street on the right hand side opposite the Market Yard car park.</p> <p>Cllr Hudson requested that FTC had ownership of the land before going out to tender. The EDRM agreed to this.</p>	
<b>2014/62/FC</b>	<p><b>8 FOR DECISION – TO APPROVE THE ANNUAL REPORT 2013/14</b></p> <p>The recommendation was to adopt the draft Annual Report for 2013/14.</p>	<b>PWy</b>

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

	Proposed Cllr Golinski, seconded Cllr Goldfinger, agreed unanimously.	
<b>2014/63/FC</b>	<p><b>9 FOR DECISION – LOCAL GOVERNMENT PENSION SCHEME EMPLOYERS DISCRETIONS POLICY</b></p> <p>It was agreed to defer this item until the next Council meeting in September when a member of Peninsula Pensions, the administrators of the Local Pensions Scheme, would attend the meeting to clarify the details of the policy required.</p>	
<b>2014/64/FC</b>	<p><b>10 FOR DECISION – TO APPROVE CHANGES TO THE STAFF HANDBOOK AND OTHER CHANGES TO THE CONSTITUTION</b></p> <p>Cllr Dobinson left the meeting at 8.35pm.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve the formatting changes to Chapters 4a, 5, 6, 7, 8,9,11, 13, 16, 17 and 18</li> <li>2. Approve the amendments to the Staff Handbook</li> </ol> <p>Proposed Cllr Moore, seconded Cllr Anderson, agreed unanimously.</p>	
<b>2014/65/FC</b>	<p><b>11 DATE OF NEXT MEETING</b></p> <p>The next meeting will be at 7pm on Wednesday 17 September, Assembly Rooms</p>	
The Chair closed the meeting at 8.36pm		

# FROME TOWN COUNCIL

*making Frome a better place*

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

<b>Draft Minutes of a meeting of the Internal Affairs Committee</b>		
<p>Tuesday 5 August 2014 at 7pm Saxonvale Centre, Garsdale, Frome. BA11 1RZ</p>		
<p><b>Present:</b> Councillors: Eve Berry; Toby Eliot; Claire Hudson; Dickon Moore; Mel Usher Alex Shingler (Deputy Mayor for Young People)</p>		
<p><b>In attendance:</b> Caroline Wood (Frome Standard), Jackie Wheeler (Responsible Finance Officer), Simon Woollen (Grounds &amp; Properties Manager), Laura Poulton (Administration Officer)</p>		
<p>3 members of the public</p>		
<b>Minute Ref</b>	<b>Agenda Item</b>	<b>Action</b>
<b>2014/41/IAC</b>	<p><b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</b> Charles Wood asked why the grant funding from MDC was not shown as part of general reserves. The Responsible Finance Officer explained that the information was correct as of 30 June 2014, for July it would show as part of the ear marked reserves for the Frome Community Hub project. Charles Wood enquired as to what had been asked from MDC with regard to the One Frome project. Cllr Usher explained that he wrote a letter to Cllr Harvey Siggs asking for a discussion to see how to move forward however he had not received a response.</p> <p>Margaret Merrell expressed her disappointment that the proposal to keep dogs on leads at all times in Victoria Park was to be reversed. Cllr Moore noted her concerns would be addressed when the item came up for discussion.</p>	
<b>2014/42/IAC</b>	<p><b>2 a. APOLOGIES</b> The Chair formally opened the Council meeting at 7.10pm and apologies of absence were received from Cllrs Goldfinger, Macfadyen, Starkie and Sprawson - White.</p>	
<b>2014/43/IAC</b>	<p><b>2 b. DECLARATION OF INTERESTS</b> 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.</p>	

# FROME TOWN COUNCIL

*making Frome a better place*

2014/44/IAC	<p><b>2 c. MINUTES</b></p> <p>The minutes of the Internal Affairs Committee meeting held on 11 June 2014 were approved as a true record of the meeting and signed by the Chair.</p>	
2014/45/IAC	<p><b>3 AN UPDATE ON WHAT THE COUNCIL IS WORKING ON AT THE MOMENT</b></p> <p>The Responsible Finance Officer confirmed that the representative for the Local Legacy Fund panel was selected by officers. She also clarified that the Community Environment Fund was for projects that are of natural build or of social benefit to the Cllrs' ward. To date 80% of the fund had not been spent and the fund was open until 2015. She also noted that she had been in contact with the Chair and Clerk of the Local Government Pension Scheme committee who said that FTC's letter raising concerns about their lack of ethical investment policy would be raised at their next meeting. However, it was not on the agenda subsequently.</p>	
2014/46/IAC	<p><b>4 MENDIP WATCH – SUMMARY OF OUTSTANDING ACTIONS FROM MDC</b></p> <p>At the last meeting it was agreed Cllr Hudson would approach officers at MDC for an update on each of the outstanding actions. She explained that she had spoken to Stuart Brown (Chief Executive), Donna Nolan (Corporate Manager Governance, Assets and Public Spaces and Monitoring Officer) and Cllr Harvey Siggs (Leader of the Council) and they provided the following information.</p> <p><i>The Dippy</i> Stuart explained this was likely to go ahead imminently.</p> <p><i>North Parade</i> An unexpected valuation for the land had come up and MDC needed to analyse this before proceeding.</p> <p><i>Henley Way</i> Cllr Hudson was expecting a reply from Stuart Brown about the area the following week and would forward his response for Cllrs to see.</p> <p><i>Garston Road</i> The issue was that Bloor Homes had broken their planning conditions by allowing Wessex Water to install a plastic water tank that was not load bearing. Stuart indicated that the transfer of the land would happen quicker if FTC were willing to take on the land with the restriction of the water tank otherwise the issue of the planning condition violation would have to be explored further.</p> <p><i>One Frome</i> Stuart Brown was unaware of a letter about the project and asked Cllr Usher forward a copy of the letter he originally sent to Cllr Siggs to Stuart to allow him to reply.</p>	<b>MU</b>



# FROME TOWN COUNCIL

*making Frome a better place*

	<p><i>Showfield</i> MDC were unable to move further on this until the issue of the outstanding village green application had been resolved.</p> <p><i>Planning board meeting re. Frontier Estates application</i> The request to hold the meeting in Frome had not been refused rather they were currently waiting to see what else will be on the agenda to make sure the meeting is held in the most accessible place for everyone to attend.</p> <p><i>Leisure Centre</i> The strategy was quite complex and it would be worth asking Cllr Boyden, who sits on the committee that made the decision about the leisure centre, provides an explanation of the situation so far.</p> <p><i>Electric charging points</i> Stuart Brown was currently looking into the request.</p> <p>Cllr Usher thanked Cllr Hudson for following up the actions with MDC however it was still a long list that wasn't getting any shorter. Cllr Hudson raised her concern that the item 'Mendip Watch' did not encourage a more positive relationship with MDC. Both Cllrs Eliot and Usher expressed their opinion that 'Mendip Watch' was the last resort to encourage MDC to take action as previous attempts at communication had not provided any results.</p>	
<p><b>2014/47/IAC</b></p>	<p><b>5 FOR INFORMATION – MAYOR’S DISCUSSIONS</b> Cllr Hudson asked that the discussions be widely advertised in advance of the meeting dates.</p> <p>Cllrs noted the paper</p>	<p><b>Cllr Macfadyen</b></p>
<p><b>2014/48/IAC</b></p>	<p><b>6 FOR DECISION - THE NEXT STEP ON DOG CONTROL ORDERS</b> Cllr Eliot, in response to the concern raised earlier in the meeting, explained that since the last meeting where it was proposed to enforce dogs are on leads at all times in Victoria Park there was a very strong representation from a group in the town that were against this enforcement. He and the Town Clerk had recently attended a meeting with representatives from the group where they listened to their concerns about the impact of the order. The suggestion was that FTC works toward an order that allows dogs off leads at certain times of the day. The new proposal included two reviews of the DCO's to see if they had an impact.</p> <p>Cllrs Hudson and Berry requested that in the future public consultations are more carefully considered to ensure wider participation and less confusion over the outcome. Cllr Usher proposed a fourth recommendation be added to ensure appropriate signage be erected in the most appropriate locations in</p>	

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

	<p>Victoria Park and Mary Baily Playing Field.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Retain the agreement from the last meeting regarding Dog Control Orders with the following amendment: solely for Victoria Park, dogs must be on leads from 10am until 6.30pm from 1 April until 30 September and from 1 October until 31 March dogs will be allowed off leads at all times</li> <li>2. Review this arrangement on 8 April and October 2015</li> <li>3. Return to IAC on 8 October 2014 for final approval</li> <li>4. Ensure correct signage is erected at the most visible locations in Victoria Park and Mary Baily Playing Field</li> </ol> <p>Proposed Cllr Usher, seconded Cllr Eliot, agreed unanimously.</p> <p>Cllr Hudson requested that Cllrs ensured that users of Victoria Park and Mary Baily Playing Field are properly informed of the DCO's once they come into force.</p>	<b>PWy</b>
<b>2014/49/IAC</b>	<p><b>7 FOR INFORMATION - REVISED ARRANGEMENTS TO COVER SARAH RUSSELL'S MATERNITY LEAVE AND OTHER MINOR STAFF MATTERS</b></p> <p>Cllrs noted the paper.</p>	
<b>2014/50/IAC</b>	<p><b>8 FOR INFORMATION - A BRIEF UPDATE ON PAYMENTS OVER £500 MADE SINCE THE LAST MEETING AND OTHER FINANCE MATTERS</b></p> <p>Cllr Moore asked to see invoices from David Partner and Somerset County Council as part of the spot check, both invoices tallied with Appendix 2.</p>	
<b>2014/51/IAC</b>	<p><b>9 FOR INFORMATION – HEALTH AND SAFETY UPDATE</b></p> <p>The Responsible Finance Officer gave an update on the outstanding claim at Mary Baily Playing Field. She had been contacted by FTC insurers Zurich who had not had any correspondence from the claimant since May therefore it was not expected for the claim to progress.</p> <p>Cllrs noted the paper.</p>	
<b>2014/52/IAC</b>	<p><b>10 DATE OF NEXT MEETING</b></p> <p>The next meeting will be at 7pm on Wednesday 8 October 2014, Saxonvale Centre.</p> <p>Cllr Hudson gave her apologies in advance of the next meeting.</p>	

# FROME TOWN COUNCIL

*making Frome a better place*

The Chair closed the meeting at 8.03pm

### 3 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 3 September 2014 at 7pm  
Saxonvale Centre, Garsdale, Frome. BA11 1RZ

**Present:**

Councillors: Dave Anderson; Eve Berry; Graham Burgess; Adrian Dobinson; Toby Eliot; Tricia Golinski; Nick White  
Cara Honey (Mayor for Young People), Alex Shingler (Deputy Mayor for Young People)

**In attendance:**

Cllr Peter Macfadyen, Claire Wilson (Frome Standard), Faye Penfold, Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Kate Hellard (Community Projects Officer), Lyndsey Haines (Finance & Administration Apprentice), Allan Bennett (Planning & Regeneration Apprentice)

10 members of the public

Minute Ref	Agenda Item	Action
<b>2014/40/EAC</b>	<p><b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</b></p> <p>Sue Hughes asked Cllrs if a railing could be put by the lower steps of the Millennium Green to assist elderly walkers when on the Health Walks. The Town Clerk responded that FTC is helping the Millennium Green Trust manage the area, and will see if the idea could be implemented.</p> <p>Charles Wood noted the Somerset Towns forum network event would be held at the Cheese &amp; Grain on 15 October 2014. It would be a joint event between V4F and FTC.</p> <p>Cllr White stated that SCC was attending the Frome Cheese Show as a ‘roadshow’ event where Frome residents could go and express their views about what SCC could do for Frome.</p>	<b>PWy</b>
<b>2014/41/EAC</b>	<p><b>2 SHORT TALK FROM BOB SARGENT, FRIENDS OF THE RIVER FROME</b></p> <p>Bob Sargent expressed FORF’s gratitude for the community grant they had received the previous year. The grant had been spent on buying waders and life jackets to enable access to deeper parts of</p>	

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

	<p>the river to collect litter and control the invasion of weeds.</p> <p>He noted that implementation of the river strategy had begun. The main progress was the installation of a new footpath between Henley Way and Welshmill. The area will include an allotment pocket park which is on Council owned land, installation of benches and angling points. There will also be a timber constructed ramp at the bottom of Henley way to allow disabled and motorized vehicles access. The works on the footpath were due to begin the following week and would be completed by Mindset.</p> <p>From Henley Way, FORF were also planning to install a footpath leading to the railway viaduct. It was expected that Network Rail would give permission for the footpath to go under the railway bridge, although this was taking some time.</p> <p>Bob explained the next part of the strategy was the installation of a footpath across the river, from Southfield to Adderwell. It was possible the project could be funded by a s106 agreement. The vision was to connect Rivers Reach to Rodden Meadow.</p> <p>Cllr Burgess commented that when the Planning Sub Committee saw the Southfield Farm application they noted they were keen to see a link to the town centre. One option was to use the existing arch under the railway, or build a pedestrian bridge alongside the existing railway bridge. Bob Sargent noted that FORF are trying to keep the footbridge away from existing viaducts to avoid the flood level issues and try to minimize potential for damage to the viaduct.</p> <p>Cllr White asked if FTC had a contact at Network Rail. It was confirmed that a series of meetings had been held with Network Rail. The Economic Development &amp; Regeneration Manager noted that he would speak with the Regional Development Manager at First Great Western who has a good working relationship with Network Rail.</p> <p>Cllr Dobinson asked FORF if there would be interest in creating Friends of the River Rodden as he was considering spending his Community Environment Grant from MDC to conduct a feasibility study to prevent flooding along Wallbridge and Warminster Road. Bob suggested discussing Cllr Dobinson’s proposal after the meeting.</p>	<b>PWh</b>
<b>2014/42/EAC</b>	<p><b>3 a. APOLOGIES</b> The Chair formally opened the Council meeting at 7.23pm and an</p>	

# FROME TOWN COUNCIL

*making Frome a better place*

	apology of absence was received from Cllr Usher.	
<b>2014/43/EAC</b>	<p><b>3 b. DECLARATION OF INTERESTS</b></p> <p>Cllr Dobinson declared that he had resigned from the Liberal Democrat party and was now an Independent Cllr.</p>	
<b>2014/44/EAC</b>	<p><b>3 c. MINUTES</b></p> <p>The minutes of the External Affairs Committee meeting held on 25 June 2014 were approved as a true record of the meeting and signed by the Chair.</p>	
<b>2014/45/EAC</b>	<p><b>4 AN UPDATED ON WHAT THE COUNCIL IS WORKING ON AT THE MOMENT</b></p> <p>The Town Clerk informed Cllrs that he had received an email from FTC's solicitors notifying him that the paperwork was ready to be signed for the transfer of land at Foundry Barton and Henley Way from Persimmion Homes to FTC.</p> <p>Cllr Eliot enquired about the progress of the Garston Road play area and the s106 agreement. The Town Clerk explained MDC were in discussion about what to do with the s106 monies, one potential idea was to use the money to contribute to the footbridge project by the railway which would benefit local people. Bloor Homes were not forthcoming with solutions to the issue of the water tank.</p>	
<b>2014/46/EAC</b>	<p><b>5 FOR DECISION – MARKETS IN FROME – A STRATEGIC APPROACH</b></p> <p>The Economic Development &amp; Regeneration Manager explained to Cllrs the idea of a survey was to assist in the enhancement of the Wednesday and Saturday markets in Frome. The plan was to work closely with MDC and other market operators in Frome and FTC would design the survey for them to encourage participation.</p> <p>Cllrs asked the EDRM to ensure the survey encompass a wide range of people including visitors to the market, Frome residents, shop keepers, stall holders, and all interested parties. The EDRM ensured them that it would be a rounded survey covering all interested parties and would be extensively promoted.</p> <p>The EDRM noted he would be discussing the opportunities for Markets in Frome with Stuart Finney at MDC as well as a strategic placing of market stalls on different days, including evening.</p> <p>The EDRM also noted that the results of the 2014 Benchmarking survey would be posted within the next couple of weeks.</p> <p>The recommendations were:</p>	<p><b>PWh</b></p> <p><b>PWh</b></p>

# FROME TOWN COUNCIL

*making Frome a better place*

	<ol style="list-style-type: none"> <li>1. The Economic Development &amp; Regeneration Manager make contact with local market operators to secure their support for a survey on local markets and a contribution to the costs of paying volunteer expenses</li> <li>2. A brief to be prepared with a view to completing the research by the end of November 2014</li> <li>3. A contribution by FTC to the cost of paying volunteer expenses up to a maximum of £500 utilising the Market Regeneration EMR</li> <li>4. Come back to EAC in December with a strategy to create Frome as “the Market Town”</li> </ol> <p>Proposed Cllr Burgess, seconded Cllr Golinski, agreed unanimously.</p>	<p><b>PWh</b></p> <p><b>PWh</b></p> <p><b>PWh/JW</b></p> <p><b>PWh</b></p>
<p><b>2014/47/EAC</b></p>	<p><b>6 FOR INFORMATION – UPDATE ON A PROPOSED ‘CULTURAL QUARTER’</b></p> <p>Amanda Sheridan from Black Swan Arts provided an update on the ‘Cultural Quarter’ project. She noted that the ‘Cultural Quarter’ was a working title and Black Swan Arts had been working on the project since 2012. The C&amp;G, Frome Library and the Merlin Theatre were now involved. She noted that the Frome Museum had yet to commit.</p> <p>MDC had stated their interest and their intention to be involved with the steering committee, as had the Houser &amp; Worth Gallery at Bruton.</p> <p>The Black Swan Arts were applying to the Arts Council for the sum of £45,000, of which 10% would be match funded by the Black Swan and FTC. This would then pay for two consultants to conduct a feasibility study. All venues in the town would hopefully be engaged in the process.</p> <p>The application was due to be submitted on 27 September and the Black Swan was confident their application would be approved. The application could open the door to over £2million of funding.</p>	
<p><b>2014/48/EAC</b></p>	<p><b>7 FOR DECISION – VISION 4 FROME – COMMUNITY PLAN UPDATE AND REVIEW</b></p> <p>Kate Hellard provided an update on V4F matching the findings from the Participate Frome and Young People’s consultations. The report highlighted a list of themes and projects and the objectives of the V4F community plan.</p> <p>Some of the most significant points raised since V4F’s publication were access to the river, increasing and improving community</p>	

# FROME TOWN COUNCIL

*making Frome a better place*

	<p>coherence between elderly and young people in Frome and a focus on activity for local residents in Frome. It was also noted that more support was needed to promote Frome to local residents as well as tourists.</p> <p>The recommendation was to continue to support the community plan review process alongside V4F.</p> <p>Proposed Cllr Eliot, seconded Cllr Anderson, agreed by majority.</p>	<b>KH</b>
<b>2014/49/EAC</b>	<p><b>8 FOR DECISION – AWARD OF COMMUNITY GRANTS</b></p> <p>Cllr White declared an interest due to the application by the Merlin Theatre.</p> <p>Cllr Macfadyen asked that declarations of interests from Cllrs on the working party were always included on the report.</p> <p>The recommendation was to agree the recommendations of the Grants Advisory Board at Appendix 1.</p> <p>Proposed Cllr Burgess, seconded Cllr Golinski, agreed by majority.</p>	<b>RK</b>
<b>2014/50/EAC</b>	<p><b>9 FOR INFORMATION – UPDATE ON OPEN SPACES</b></p> <p>Cllr Golinski asked for an update on the location of the Portway pedestrian crossing. The Town Clerk explained that the developers were in the construction stage and the date had yet to be confirmed. He noted he would ask the CPO to find out its location and the date work would begin.</p> <p>Cllr Burgess enquired as to why Whatcombe Fields was not a part of the update from the CPO. The Town Clerk explained that it was not an FTC campaign.</p> <p>Cllr Macfadyen commented how fantastic it was to see so many items near completion or already completed.</p> <p>Cllr White noted he had not seen any promotion regarding the Scything Workshop. The CPO would be promoting this on her return to the office.</p>	<b>JL</b>       <b>RK</b>
<b>2014/51/EAC</b>	<p><b>10 FOR DECISION – FURTHER DEVELOPMENT OF THE COUNCIL’S WEBSITES</b></p> <p>The Planning &amp; Regeneration Apprentice explained he had been working to establish a community database. He noted a skills database was also being discussed which would enable people to put forward their skills for current/forthcoming projects in Frome.</p>	

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

	<p>FTC was trying to prioritise internal staff hours and was looking into the administrative rights to areas of the website which could allow Community Groups to edit their own events.</p> <p>Cllr Eliot noted that FTC was taking on board feedback about the two websites which was taken into account as development was continuing.</p> <p>Cllr Macfadyen suggested FTC check with existing community groups to see if there was a need for a database and also with the Council and residents of Frome to get a sense of what is happening in the voluntary sector. This would then help FTC aim its grant allocations to the right place.</p> <p>The recommendation was to agree to delegate decisions regarding further development work and marketing of the websites to a small working group comprising Cllrs Eliot, Moore and Usher, Deputy Mayor for Young People and the Planning &amp; Regeneration Apprentice.</p> <p>Proposed Cllr Eliot, seconded Cllr White, agreed unanimously.</p>	<p><b>AB</b></p> <p><b>PWh/AB</b></p>
<p><b>2014/52/EAC</b></p>	<p><b>11 DATE OF NEXT MEETING</b></p> <p>The next meeting will be at 7pm on 22 October at the Assembly Rooms.</p>	
<p>The Chair closed the meeting at 8.16pm</p>		