

FROME TOWN COUNCIL

making Frome a better place

To Members of Frome Town Council:

Al O’Kane, Alison Barclay, Cath Puddick, Colin Cobb, Gary Collinson, Heather Wride, Jean Boulton, Kate Bielby, Mel Usher, Nick White, Peter Macfadyen, Pippa Goldfinger, Richard Ackroyd, Sheila Gore, Tim O’Connor, Toby Eliot, Tricia Golinski

FROME TOWN COUNCIL MEETING

Wednesday 22 July 2015, 7pm

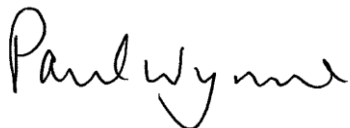
Steiner Academy, Park Road, Frome BA11 1EU

Please contact Rebecca Krzyzosiak (admin@frometowncouncil.gov.uk) in advance of the meeting if you are unable to attend

AGENDA

1. Questions and comments from the public
2. Questions and comments from Cllrs
3. Short talk from Tim Mills of Fusion Leisure, the new managers of Frome Leisure Centre
4. Apologies for absence, declaration of members’ interests and minutes from the last meeting on 10 June 2015
5. For decision: Planning applications on the former Butler, Tanner and Dennis site Southfield Farm and the Police Station site on Oakfield Road
6. For decision: Remit, membership, chair and timescale of the newly established Panels
7. For decision: Membership of the Senior Staff Advisory Panel
8. For decision: Annual Report 2014-15
9. For decision: Review Code of Conduct and Information Policy
10. For information: Outstanding actions
11. For information: Update on ongoing projects
12. The next meeting will be on 26 August 2015, held at the Assembly Rooms (Frome Memorial Theatre), Christchurch St West, Frome, BA11 1EB

Yours sincerely



Paul Wynne, Town Clerk
Frome Town Council, 5 Palmer Street, Frome BA11 1DS
15 July 2015

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AGENDA

1. Questions and Comments from the public
2. Questions and Comments from Cllrs
3. Short talk from Tim Mills of Fusion, in regards to the take-over of the running of Frome Leisure Centre
4. Apologies for absence, declaration of members' interests and minutes from the last meeting on 10 June 2015 at [Appendix 1](#)
5. For decision: Planning applications on the former Butler, Tanner and Dennis site Southfield Farm and the Police Station site on Oakfield Road
Author: Planning & Development Officer

Summary

On 9 July 2015, the Planning Advisory Group discussed proposals for two planning applications: land to the east of Southfield Farm and Caxton Road (Former Butler Tanner & Dennis site). The Group also discussed the next steps following the submission of an appeal against the refusal for the Police Station site at Oakfield Road.

The Planning Advisory Group has agreed that the proposals for these three sites will have a significant impact on the town and is therefore referring them to Council together with the Group's recommendations. In the recommendations various policies are quoted from the Mendip District Local Plan and the Frome Neighbourhood Plan. If you would like any further information or explanation of these policies in advance of the meeting, please let me know.

The table below sets out the Planning Advisory Group's recommendations to Council together with the campaigning action Council should take.

This is the first time that the Planning Advisory Panel has referred applications to Council, if you have any comments on how this has been presented please let me know.

Recommendation

Approve the recommendations and proposed actions of the Planning Advisory Group regarding the proposed development of Southfield Farm, Caxton Road and the Police Station site at Oakfield Road.

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Site location	Details of proposal	Reasons for significant impact	Planning Advisory Panel Recommendation	Recommended actions
Caxton Road (Former Butler Tanner & Dennis site)	Outline planning application for the demolition of factory and other buildings to facilitate a mixed-use development of housing, neighbourhood centre and open space. (160 dwellings) MDC Ref 2015/1392/OTS	<ol style="list-style-type: none"> 1. The erection of 160 dwellings will have a significant impact on the town's infrastructure 2. The loss of any Employment use on the site 3. Lack of affordable housing 	<p>This application should be refused for the following reasons:</p> <ol style="list-style-type: none"> 1. There has been no public consultation on this proposal 2. Policy DP7 of the Local Plan requires a development brief to be prepared; no such brief has been prepared 3. It makes no provision for employment space on an important existing employment site and so is contrary to Policy BE2 of the submitted Neighbourhood Plan 4. The loss of employment land would compromise the creation of new jobs and meeting the objective of self-containment as set out in CP6 of the adopted Local Plan in Frome; CP6 encourages the redevelopment of underutilised employment sites to help meet these objectives 5. It does not comply with Policy H4 of the Neighbourhood Plan in that: <ol style="list-style-type: none"> a) there is no community management plan submitted b) there is no provision made for affordable housing (this is also contrary to DP11 in the Local Plan) 6. The applicant claims that Vacant Building Credit applies in this case and therefore normal policies on affordable housing provision should not apply but this is disputed; the site became vacant because of the actions of the landowner and applicant in evicting the previous tenant after planning consent was granted 7. There are poor pedestrian and cycling connections with other parts of the town notably Southfield Farm and the railway station. Some of the proposed housing to the north east and south west of the site is too close to existing employment uses; this may jeopardise the future use of the adjacent sites for future employment purposes 8. This application should be subject to a formal Design Review 	<ol style="list-style-type: none"> 1. Send Council's Response to the Planning Case Officer and all Members of Mendip Planning Board 2. Post Council's response On Social Media 3. Issue a news Release setting out Council's response and Calling for local residents and businesses who share our concerns to come forward and work with FTC to campaign against the proposals <p>The Panel further recommended that FTC consults with a planning Lawyer to advise on Vacant Building Credit. The cost of this would be in the region of £2500.</p> <p>I would advise in the first instance FTC should recommend that MDC consult with a planning Lawyer as if this is applied on this site and others it will have a significant impact on their ability to provide sufficient affordable housing.</p>

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Site location	Details of proposal	Reasons for significant impact	Planning Advisory Panel Recommendation	Actions
Land to the East of Southfield Farm, Rodden Road (Phase one)	Reserved Matters Approval for Appearance, Landscaping, Layout and Scale following outline permission (213 Dwellings) MDC Ref 2013/1635/REM	<ol style="list-style-type: none"> 1. The erection of 213 dwellings will have a significant impact on the town's infrastructure 2. This is the largest housing development in Frome, the outline application was for up to 450 dwellings and a school. The quality of phase one will set the standard for the rest of the site 3. Residents of Southfield Farm have expressed their concerns on this application 4. Due to the location of this development it is essential that is connected with the town via pedestrian & cycle links 	<p>Whilst the principle of residential development of this site is supported this reserved matters application should be refused for the following reasons:</p> <ol style="list-style-type: none"> 1. A Development Brief has not been prepared and adopted for the site as required by Core Policy 6 of the adopted Mendip District Local Plan and as such it is difficult to see how the various phases fit together. It is recommended that a Masterplan is prepared for this site to inform any future applications. 2. A management plan has not been prepared showing how members of the new community will interact with each other in contravention of Policy H4 in the submitted Neighbourhood Plan 3. No provision has been made within Phase 1 for community facilities compromising the ability of the development to operate as a community 4. The application does not comply with the Travel Plan in that: <ol style="list-style-type: none"> a) The road system is a dominant feature within the design of Phase 1; there are long uninterrupted stretches of road within the design that will encourage unacceptably high car speeds b) Road layouts are all dead ends with no pedestrian 'cut-throughs' to create sensible desire line routes c) There is no provision for high quality pedestrian and cycle routes within the site d) There is no indication as to how those on foot or bicycle can connect with NCN24 e) No plans for cycle parking/storage are shown 5. The plans neither show a footbridge over the River Frome nor pedestrian links to it; this is contrary to Core Policy 6 of the Local Plan, Policy H4 of the Neighbourhood Plan and does not accord with 	<ol style="list-style-type: none"> 1. Send Council's Response to the Planning Case Officer and all Members of Mendip Planning Board 2. Post Council's response On Social Media 3. Send out a news Release setting out Council's response 4. Continue to work with the residents of Southfield Farm to campaign against the proposals

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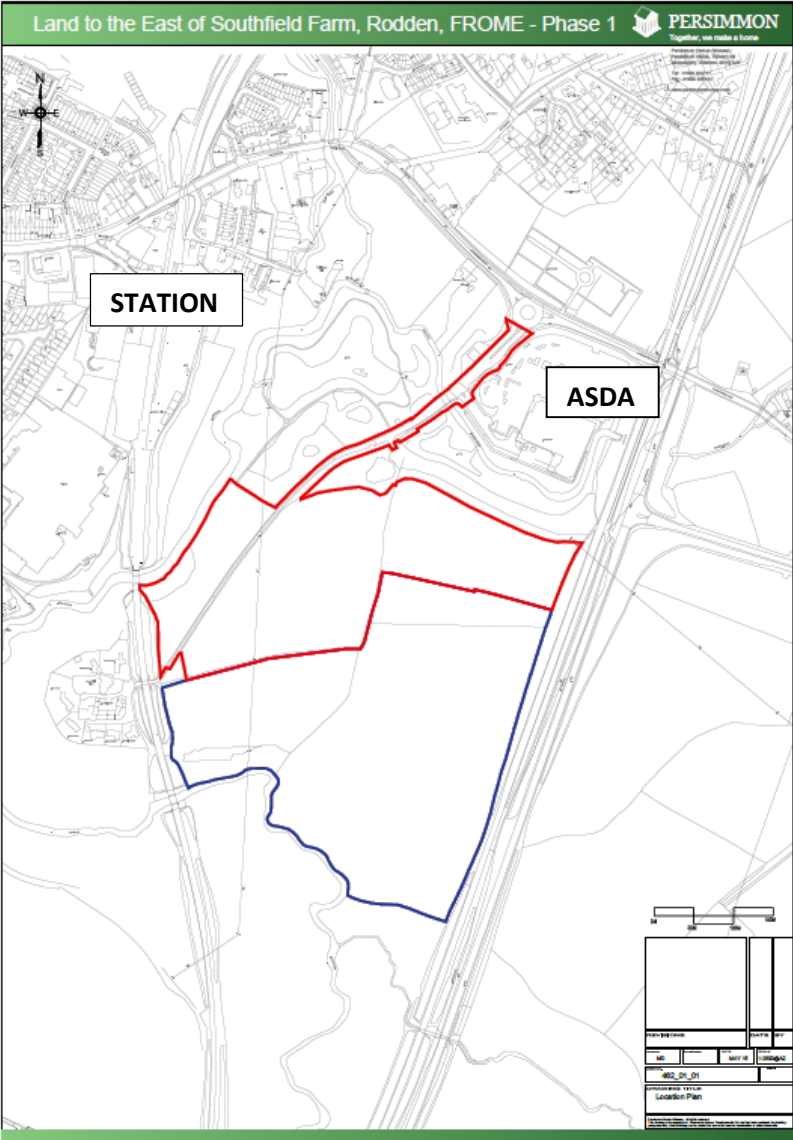
			<p>the commitment to contribute to a footbridge within the signed s.106 agreement</p> <p>6. Whilst the Design & Access Statement promotes a design vision that envisages ‘a variety of frontages, but with an emphasis on soft landscape of garden hedges, trees and planting,’ street frontages are almost entirely parking</p> <p>7. The materials plan is not well-coordinated mixing brick, render, stone and tile slate</p> <p>8. No provision is made for serviced plots for self-build or custom housing as required by Policy H4 of the Neighbourhood Plan; the policy specifies that at least 5% of the housing numbers should be delivered in this way</p> <p>Supporting information for: Reason 2 - Community development</p> <p>The Design & Access Statement submitted at outline stage set out a vision for the development:</p> <p>‘To create a high quality sustainable new <i>neighbourhood</i> for Frome, which delivers a choice and range of high quality new homes, attractive pedestrian friendly streets and accessible greenspace for biodiversity and recreational benefits.’</p> <p>Neighbourhoods are normally social communities with considerable face-to-face interaction among members. This first phase of development simply delivers housing; there is no provision made for social interaction within it. This is contrary to Policy H4 in the submitted Neighbourhood Plan for Frome that requires any development over 100 houses to set out a management plan detailing how members of the new community will interact with each other and the wider Frome population.</p>	
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			<p>Reason 4 – layout of the site & provision for pedestrians & cyclists within it</p> <p>The Travel Plan said ‘In terms of the layout and design of the site a network of high quality pedestrian and cycle routes within the site will offer direct, safe and convenient access around the site by foot and bicycle. This network of routes will provide part of the missing link to NCN24 which runs from Frome to Longleat. The design of the estate roads will be in accordance with Manual for Streets and other relevant guidance so that the road system is not the dominant feature within the new community. By undertaking this approach it is hoped that car speeds will be kept low and hence walking and cycling will be an attractive mode of transport.’</p> <p>The Travel Plan also indicated that ‘Reserved Matters applications will indicate the location of cycle parking spaces i.e. for individual dwellings enlarged garages or sheds with suitable locking points will be used and for apartments shared enclosed structures with suitable locking points will be used’.</p> <p>The reserved matters application does not satisfactorily address the above points.</p> <p>Reason 5 - Pedestrian/cycle links with the rest of the town</p> <p>One of the principles embodied within the Design & Access Statement was that there would be enhanced connectivity between the development and Frome with a particular focus being the River Frome corridor. The Local Plan and the Neighbourhood Plan require a pedestrian link across the river to Adderwell. The signed s.106 agreement commits the developer to make a contribution of £100k to the footbridge. However, the plans neither show the footbridge nor how the development would link with it.</p>	
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Site location	Details of proposal	Reasons for significant impact	Planning Advisory Panel Recommendation	Actions
Frome Police Station, Oakfield Road	Erection of 61, one, two, three & Four bedroom dwellings. Access from Oakfield Road and associated works. MDC Ref 2014/0174/FUL Appeal Ref APP/Q3305/W/15/3051173	<ol style="list-style-type: none"> 1. The proposal is too dense 2. The erection of 61 dwellings will have a significant impact on the surrounding highway network 3. Local residents have expressed their concerns on this application 4. Design issues 5. Lack of affordable housing 	<p>Following the submission of the appeal against the refusal of planning permission it is recommended that the following is agreed:</p> <ol style="list-style-type: none"> 1. A company such as IMA Transport is engaged to provide an analysis of the transport assessment and represent FTC at the appeal hearing (at an approximate cost of £2000) 2. To ask the Frome Civic Society to work with FTC at the appeal hearing on grounds of design and the resulting site density 3. Following the outcome of the High Court Appeal on the Vacant Building Credit, engage a planning solicitor to defend the issue at the appeal hearing (at an approximate cost of £2500) 4. To form a small working group to co-ordinate preparations for the appeal to include relevant experts and members of the community 5. If the appeal is dismissed, discuss with the Police Authority their willingness to work with FTC allowing us to work with the community to bring forward an acceptable alternative to developing the site 	<ol style="list-style-type: none"> 1. Arrange for 3 quotations from transport consultants 2. Identify a lawyer with expertise in planning and arrange for quotation 3. Identify Cllrs and Members of the public to establish a working party to co-ordinate the appeal preparations

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Frome Police Station



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6. For decision: Remit, membership, chair and timescale of the newly established Panels
 Author: Town Clerk

Summary

Council agreed at its last meeting that five panels would be established. These are:

1. Sport and leisure
2. Developing the FTC corporate strategy
3. Wellbeing (including poverty and inequality)
4. Keep Frome Clean
5. Town Centre

This report proposes the following remit, membership, timescale and chair for these panels. The Well-being panel has not yet met and these details will be sent to Cllrs at a later date.

The Corporate Strategy panel

The following Cllrs have opted to sit on this panel: Cllrs Boulton, Elliot, Puddick, Gore and Barclay. It was agreed at the first meeting on 2 July to propose that the chair will be Cllr Elliot. The panel is very aware that panel members are conduits through which the views of other Cllrs, staff and the community will be channelled. At this stage, it was agreed that the membership would remain unchanged and that members of the public and others will be co-opted as and when necessary.

The proposed remit is:

“to design, facilitate and guide a process whereby a corporate strategy covering the period April 2016-March 2020 is drafted and then approved by Council on 16 December.”

The proposed timetable is as follows.

Date	Action
2 July	First meeting to propose membership, remit, broad timetable and chair
15 July	Table above for approval by Council on 22 July
w/b 20 July	Initial work on physical environment sub-themes to provide a test of the framework and method
Mid-August	Process at IfF meeting to discuss strategic priorities.
w/b 10 August	Further work on themes and discuss process whereby panel outputs feed in
w/b 14 September	Review progress on work theme strategies
w/b 12 October	Agree consultation draft and consult
w/b 09 November	Review consultation responses
w/b 23 November	Review near final draft
w/b 30 November	Agree final draft to table at Council
09 December	Table strategy for approval by Council on 16 Dec (in time for approval, budget setting and work programme agreement at the Jan Council meeting

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Recommendations

1. The remit is to design, facilitate and guide a process whereby a corporate strategy covering the period April 2016-March 2020 is drafted and then approved by Council on 16 December.
 2. The panel comprises Cllrs Boulton, Elliot, Puddick, Gore and Barclay with Cllr Elliot as chair.
 3. The panel will submit a draft Corporate Strategy to Council for approval on 16 December
-

Keep Frome Clean Panel

The following Cllrs have opted to sit on this panel: Cllrs Ackroyd, Bielby and Usher.

It was agreed at the first meeting on 1 July to propose that the chair will be Cllr Ackroyd.

It was agreed that FTC will advertise the Panel to seek 1 or 2 interested members of the community; and that the Panel will approach the following groups & organisations directly to co-opt additional members:

- 1 or 2 Councillors from MDC and/or SCC - from those that expressed an interest in the 'Environment' at the 3-Tier meeting on 3 June 2015
- 1 member of staff from Mendip District Council – from the Operational Assets team
- 1 member of staff from Somerset County Council
- 1 nominated representative from the Frome Retail Group

It was also agreed that other individuals and groups will be invited to attend meetings. For instance, a representative from the Independent Market could be invited to discuss rubbish & recycling at the markets.

The proposed remit is:

- To promote a better understanding of who does what in the town; and the standards we can expect
- To review & report on the cleanliness of the town
- To identify ways in which the town can be made cleaner – and how everyone can play their part
- To identify ways in which we can encourage recycling across Frome

The proposed timeframe is as follows:

- Panel to update to Council in September 2015
- Review of progress after 6 months' meetings (early spring 2016)

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- Full review of progress after 18 months (or earlier if appropriate)
 - Updates in-between these meetings
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Town Centre Panel

The following Cllrs have opted to sit on this panel: Cllrs Usher, White, Goldfinger, Golinski, Cobb, Gore, Puddick.

It was agreed at the first meeting on 8 July to propose Cllr Usher as the Chair. It was also proposed that members of the Council's Economic Development & Regeneration Team would be co-opted as members of the panel in order that they can provide professional advice to the Panel and take part in the debates. It was proposed that members of the community would be invited to join the panel namely Jude Kelly (representing the retail community), Mark Brierley of NVB Architects (representing the design community), Steve Macarthur (representing entertainment venues), Cllr Des Harris (as District Councillor for Market Ward) and a representative of access groups (to be confirmed).

The proposed remit is:

To provide advice to the Council on:

- The issues affecting the town centre
- Ambition ... a town centre for the future?
- What we can change or get others to change
- Projects that we can start and finish

The Panel will meet monthly starting in August with the first proposals for the Council becoming clear in December 2015. The first meeting will be run as an interactive open discussion with all town centre stakeholders and will be well advertised.

Recommendations

1. Approve the remit; membership and Chair of the panel
 2. Approve the proposed timeframe
-

The Sports and Leisure Panel

This initial panel comprises the following councillors Gary Collinson, Nick White, Kate Bielby, Peter Macfadyen and Richard Ackroyd, with Gary Collinson voted in as Chair and Spokesperson for the panel. The set up meeting took place on 6th July with the specific objective of setting out the remit, membership and timescale for the work.

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The proposed remit is to:

“Identify gaps and issues with current sports and leisure provision in Frome. Work with the local community to identify priorities and make recommendations for discrete, achievable solutions to overcome these.”

For the duration of this piece of work, the panel agreed that the term ‘Sport and Leisure’ includes sporting and other active pursuits within the town. Although the general term ‘leisure’ can also include cultural activities (e.g. arts and music), it was agreed that it is beyond the capacity of this remit to include these aspects at this time.

Membership:

Core membership of the panel consists of the above town councillors. The panel proposes that in addition, District councillors Eve Berry, Adam Boyden and Jo Beale be invited to join, as well as a representative from both Frome Rugby Club and Fusion Lifestyle, who were identified as key asset holders for sports and leisure in Frome.

Meetings will be made publicly accessible, using sports venues throughout the town as hosts. In addition to general promotion to the public, targeted invitations will be sent to key groups and organisations to encourage their representatives to attend and participate in discussions.

Timetable:

Date	Action
6 July	Initial meeting to establish Chair and Spokesperson, remit, membership and timetable
15 July	Table above for approval by Council on 22 July
	Summarised findings of existing work on the gaps in sport and leisure prepared by Gary Collinson
7 September	First panel meeting to present findings and to ensure panel, and local groups feel these are still valid and set out priorities for action.
Early October	Second panel meeting to take forward outcomes of first meeting – setting priorities and identifying discrete and achievable solutions
Early November	Third panel meeting to finalise work on solutions and agree recommendations for Council
9 December	Finalise report for approval by Council on 16 December (in time for approval, budget setting and work programme agreement at the January Council meeting)

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Recommendations:

1. The remit is to identify gaps in sport and leisure provision and priorities for overcoming these, and make recommendations for achievable solutions to overcome these.
2. The panel comprises Councillors Gary Collinson, Nick White, Kate Bielby, Peter Macfadyen and Richard Ackroyd, with Gary Collinson voted in as Chair and Spokesperson for the panel with additional members to be invited from District Council and two local providers.
3. The panel will submit its recommendations to Council for approval on 16 December.

7. For decision: Membership of the Senior Staff Advisory Panel

Author: Town Clerk

At times, senior staff find it useful to talk through with a small number of Cllrs and other senior staff issues that are best discussed privately or in a small group. In the last administration, I called this group together, usually on a monthly basis. As examples, items covered included sensitive staff matters, preparation for meetings with County of District Cllrs and officers and urgent decisions that I, as Clerk, can take but on which I wanted the views of others.

This group was always advisory and had no decision making role and proved to be a very useful discussion forum. I propose that a similar group is established in this administration on the same basis.

At the last Council meeting it was agreed that this meeting would consider the membership of the group and in discussion with Cllr Macfadyen, the Leader of the Council, the following membership is proposed: Cllrs Macfadyen, Elliot, Boulton, Barclay and Usher.

It is also proposed to review the effectiveness of the group in 12 months' time and table a short report at the July 2016 Council meeting.

Recommendation

1. Appoint Cllrs Macfadyen, Elliot, Boulton, Barclay and Usher to sit on the Senior Staff Advisory Group.
2. The Town Clerk in consultation with the Leader of the Council to review the effectiveness of this group and report to Council in July 2016.

8. For decision: Annual Report 2014-15

At [Appendix 2](#)

9. For decision: Review Councillors Code of Conduct and Media Communications Protocol Code of Conduct at [Appendix 3](#) and Media Communications Protocol at [Appendix 4](#)

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10. For information: Outstanding actions

Summary of Resolution	Minute number	Meeting date	Responsibility	Progress Report	Target Date
Cultural Quarter	2014/47	03/09/2014	Peter Wheelhouse	Following discussion with the Arts Council for England, Black Swan Arts in partnership with Frome Library, Cheese & Grain and Merlin Theatre have resubmitted their application for funding for a feasibility study to fully investigate the development of a Cultural Quarter in the Cattle Market Car Park area of the town. The partners are liaising closely with FTC.	
Garston Road play area	2014/38	25/06/2014	Paul Wynne	It likely that the s106 budget for improvements to the open space at Garston Road will be diverted to enhancing play areas and access to play areas in the vicinity of the development. Chris Stringer will be taking forward the question about what enhancement s proposals we should propose to MDC.	
The Showfield	2014/38	25/06/2014	Paul Wynne	Acquisition proceeding.	
Freehold transfer of the Tower View Open Space along with an appropriate dowry	2014/70	17/12/2014	Paul Wynne	Proposed this to MDC and await their response	
Freehold transfer Packsaddle Way/Pedlars Grove and Chapman's Close open spaces with dowry	2014/71	17/12/2014	Paul Wynne	Proposed this to MDC and await their response	
Frome Town Hall			Paul Wynne	Council to approve final design and costings and proceed to implementation at August meeting.	26/08/2015
Key					
Overdue					
On going (on schedule)					
Upcoming item					

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11. For information: Update on ongoing project
At [Appendices 5 and 6](#)
12. The next meeting will be on 26 August 2015, held at Frome Memorial Theatre,
Christchurch St West, Frome, BA11 1EB