

# FROME TOWN COUNCIL

*making Frome a better place*

## Minutes of an Extra Ordinary meeting of Frome Town Council

Wednesday 10 June 2015 at 7pm  
Critchill School, Nunney Road, Frome, Somerset BA11 4LB

**Present:**

Councillors: Alison Barclay, Colin Cobb, Gary Collinson, Jean Boulton, Kate Bielby, Mel Usher, Nick White, Pippa Goldfinger, Richard Ackroyd, Sheila Gore, Toby Eliot, Tricia Golinski, Heather Wride

**In attendance:**

County Cllr Linda Oliver, District Cllrs Stina Harris and Des Harris, Claire Wilson (Frome Standard)

Staff: Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer), Rebecca Krzyzosiak (Administration Officer), Mark Brookes (Town Centre Regeneration Manager), Chris Stinger (Environmental Manager), Peter Wheelhouse (Economic Development & Regeneration Manager), Kate Hellard (Community Projects Officer), Michael Gerrard (Town Ranger)

16 members of the public

Minute Ref	Agenda Item	Action
2015/34/EO	<p><b>1. Questions, comments and information from the public and other Cllrs</b></p> <p>Cllr Oliver noted that 234/267 bus service to Chippenham is scheduled to be stopped 2 August and she is working with Somerset County Council colleagues to explore how a service can be retained. She also noted that Speed Indicator Devices were available from Somerset County Council and if data is available, SCC will be more inclined to put in traffic calming measures. Linda also noted that <a href="http://www.somersetchoices.org.uk/">http://www.somersetchoices.org.uk/</a> was about to go live which will provide lots of information on health care, support groups and self-help.</p> <p>Paul Wynne noted on behalf of Cllr Boyden that Mendip's Asset Management Group hopefully be considering FTC's request to acquire the open spaces at Tower View, Packsaddle and Chapman's Close.</p>	
2015/35/EO	<p>The meeting was formally opened at 7.15pm.</p> <p><b>2a. Apologies for absence</b> Received from Cllrs O'Connor, Puddick, O'Kane</p> <p><b>2b. Declaration of members' interests</b> Cllrs Goldfinger said she was a member of the Mount Community Association (item 6).</p>	

# FROME TOWN COUNCIL

*making Frome a better place*

	<p><b>2c. Minutes from the last meeting on 20 May 2015</b>          Cllr Eliot reported back that he had investigated with the RFO Charles Wood’s suggestion that the grant from MDC for £110k had “been hidden under the table” and did not appear in the budget for the year ahead. He confirmed that the budget in the report was as at 1 April, the grant had not arrived by then and it would have been wrong to include it, therefore. It has since arrived and has been lodged in the General Reserve.</p> <p>The minutes of the Frome Town Council meeting held on 20 May 2015 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed Cllr Goldfinger, seconded Cllr Golinski, agreed unanimously.</p> <p><b>2d. Minutes from last meeting of the Internal Affairs Committee on 3 February 2015</b></p> <p>The minutes of the Internal Affairs Committee meeting on 3 February 2015 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed Cllr Cobb, seconded Cllr Ackroyd, agreed unanimously.</p>	
<p><b>2015/36/EO</b></p>	<p><b>3. Outstanding actions and forthcoming items</b>          The report was noted.</p>	
<p><b>2015/37/EO</b></p>	<p><b>4. For decision: Council decision-making and engagement</b>          The Clerk noted that at the last meeting he was asked to explore with Cllrs Usher, Beilby, O’Connor and Cobb how the meetings could be more effective and efficient and to return to Council with recommendations to amend Standing Orders accordingly.</p> <p>The main recommendations were, first, to dispense with Committees and instead hold a Council meeting once a month for all Cllrs. Second, to establish informal Advisory Panels on specific subjects with clear remits that could include experts in the community. Panels would report back and make recommendations to Council.</p> <p>He noted in particular that the proposal was to establish a Planning Advisory Panel instead of a Planning Sub Committee. This panel would meet in public and discuss with the community significant applications and determine whether they should be referred to Council with recommendations for actions. Cllr Cobb emphasised</p>	

# FROME TOWN COUNCIL

*making Frome a better place*

the fact that it would have an advisory role as FTC does not decide on planning applications.

Cllr Usher said these ideas came from a newly elected Council and a more engaging informal approach that panels was a fundamental shift in the way that Councils operate. Cllrs cannot and should not be expected to know everything, and that people in the town have real expertise and those who want to make a contribution will now be able to. Cllr Usher also noted that establishing panels would be an experiment and should be reviewed to see if they had been successful.

Cllr Boulton noted that panels would not stop any Cllrs from taking an interest in any other subject, and that the panels would be “task and finish” and were not expected to last the term of the Council.

Rachel Bodle welcomed the move to enhance engagement and suggested that there might be a need to establish a small budget to cover childcare or travel, for example, so that hard to reach people in the community could contribute. This was broadly welcomed by Cllrs. Cllr Wride said she expected the panels to meet in locations that were easy to get to.

#### *Recommendations*

1. Approve the changes to Standing Orders described in Appendix 4 that reflect the proposals in this report.

Proposed Cllr Ackroyd, seconded Cllr Cobb, agreed unanimously.

2. Approve the establishment of the following panels:

- a. Sport and leisure
- b. Developing the FTC corporate strategy
- c. Wellbeing (including poverty and inequality)
- d. Keep Frome Clean
- e. Town Centre

Proposed Cllr Goldfinger, seconded Cllr Barclay, agreed unanimously.

3. Cllrs to inform the Town Clerk by 24 June of the panels they would like to join.

4. The Town Clerk, the Leader and relevant Cllrs to draft general guidelines for panels and the remit, timescale and membership of each panel in bullet 2 above for approval at the next Council meeting.

**FROME TOWN COUNCIL**  
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	<p>Proposed Cllr Goldfinger, seconded Cllr Gore, agreed unanimously.</p> <p>5. Appoint the Leader of the Council: Cllr Usher nominated Cllr Macfadyen as Leader.</p> <p>Cllr Usher proposed Cllr Macfadyen, seconded Cllr Gore, agreed unanimously.</p> <p>6. Appoint two Cllrs, in addition to the Mayor and the Leader, to sit on the Senior Management Team.</p> <p>It was agreed to postpone this decision until the next meeting.</p> <p>7. Appoint one Cllr, in addition to the Mayor and the Leader, to the Personnel Advisory Panel.</p> <p>Cllr Cobb proposed Cllr Gore, seconded Cllr Boulton, agreed unanimously.</p> <p>8. Appoint five Cllrs to the Grants Advisory Panel.</p> <p>Cllr Eliot proposed Cllrs Barclay, Collinson, Golinski, Macfadyen and Eliot, seconded Cllr Goldfinger, agreed unanimously.</p> <p>9. Appoint seven Cllrs to the Planning Advisory Panel.</p> <p>Cllr Eliot proposed Cllrs; O’Kane, Puddick, Cobb, White, Goldfinger, Ackroyd. Seconded by Cllr Goldfinger, unanimous.</p> <p>10. Review the success of Panels at Council in December 2015</p> <p>Proposed Cllr Goldfinger, seconded Cllr Boulton, agreed unanimously.</p>	PWy
<p><b>2015/38/EO</b></p>	<p><b>5. To agree the calendar of meetings for June 2015 to May 2016 inclusive at appendix 5</b></p> <p>Proposed Cllr Ackroyd, seconded Cllr White, agreed unanimously.</p>	
<p><b>2015/39/EO</b></p>	<p><b>6. To approve the Dippy Management Plan</b></p> <p>The Environmental Manager summarised the proposed management plan, thanked the Mount Community Association and the Dippy Green Spaces Group for the hard work they have put into</p>	

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

	<p>improving the site since acquisition last year, and hoped that local volunteers would continue to play a central part in managing the site.</p> <p>Cllr Boulton asked about fly-grazing of horses and the Environment Manager replied that it was difficult to enforce but would be returning to Council with a proposed policy at the meeting in August.</p> <p>Cllrs were supportive of the plan, noted how much it had improved in recent months and particularly thanks Sue Everett of the MCA for her work on the site.</p> <p>Cllr Usher agreed that the role of volunteers on the site was invaluable and hoped that this approach could be replicated across more open spaces in the town.</p> <p>Cllr Usher asked if Council could receive a timetable for the next year of what work was planned, to be carried out by whom and how much this would cost. The Clerk agreed to include this in his Cllrs Update.</p> <p><i>Recommendations</i></p> <ol style="list-style-type: none"> <li>1. Agree the plan as proposed at Appendix 6 and 7</li> <li>2. Note the exceptional contributions and work of the Dippy volunteer group and in particular that of Sue Everett.</li> </ol> <p>Proposed Cllr Collinson, seconded Cllr Cobb, agreed unanimously.</p>	CS
<p><b>2015/40/EO</b></p>	<p><b>7. To receive an update on the work of the environment team</b></p> <p>The Environmental Manager outlined his two key projects: Frome Green Spaces and Keep Frome Clean, and updated Cllrs on recent work and next steps on both.</p> <p>He also noted that because of staff changes and difficulties in recruiting, progress had not been as fast as he had hoped but was confident that the outstanding vacancies would be filled soon. He also noted the invaluable contribution that volunteers will make and the extra use of contractors will bring the management of the open spaces up to scratch soon.</p> <p>He highlighted that the next large project will be on the old Showfield. Acquisition is expected soon, the current management plan will be checked with the local community to ensure validity and begun to be implemented. Cllr Usher noted that this process should explore installing a games area and more equipment to</p>	

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

	<p>mirror the resources in Victoria Park on the opposite side of town.</p> <p>The Keep Frome Clean campaign was gathering pace. Cllrs heard that monitoring the MDC street cleaning contract was ongoing, contacts were made with local businesses to help them deal with waste and litter picks to raise the profile of the campaign had happened and more were planned for the future.</p> <p>Gill Fone asked how long it would be to take for the newly acquired open space on the Singers Estate brought into management. The Environmental Manager noted that he was liaising with all members of the local community in order to make sure what was done reflected their wishes. Cllr Usher said he was confident that in the next few months this would be resolved and one option was might be for one resident to take on the site as a private allotment or garden.</p> <p>Cllr Golinski asked about bins and was told that anyone could request a bin and, subject to budget and relevant permissions from landowners and MDC, they could be installed. The Environmental Manager noted that he would be carrying out a bin audit as to locate existing bins around the town and identify where more were needed.</p> <p>Cllrs noted the report.</p>	
<p><b>2015/41/EO</b></p>	<p><b>8. Saxonvale – to approve a plan to secure the rejection of Frontier Estates’ proposal and promote a viable alternative</b></p> <p>The Economic Development and Regeneration Manager (EDRM) reminded Cllrs of the background to the Saxonvale site, the inappropriateness of the Frontier Estates’ application and the benefits of the alternative scheme involving the establishment of a Neighbourhood Development Order for the town centre working closely with other landowners.</p> <p>To enable the alternative to progress, however, it was essential that MDC refused permission for the Frontier application that is dominated by a large supermarket on part of the site and it was important for FTC to lead a campaign that highlighted the problems with the Frontier proposal and the benefits of the alternative. The EDRM outlined the various methods to be employed as part of the campaign.</p> <p>There was much discussion about the pros and cons of the Frontier application and of the alternative promoted by FTC, in particular the length of time an alternative might take to deliver and getting</p>	

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

	<p>the mix of retail, commercial, leisure and residential right in any development.</p> <p><i>Recommendation</i> Delegate authority to the EDRM, in consultation with the project sponsor, Cllr Usher, to plan and implement a campaign to secure rejection of Frontier Estates' proposal for Saxonvale subject to making it clearly understood that FTC is also promoting a positive alternative scheme.</p> <p>Proposed Cllr Goldfinger, seconded Cllr Golinski, agreed majority.</p> <p>Cllr White voted against, Cllr Collinson abstained.</p>	PWh
<b>2015/42/EO</b>	<p><b>9. A brief update on payments over £500 made since the last meeting and other financial matters and to approve a minor change to the Financial Regulations</b></p> <p>The RFO explained each of the appendices and noted that the Council was in a good financial position. Cllrs noted the Council's financial position as at 31 May 2015.</p> <p><i>Recommendation</i> Amend the Financial Regulations at 11.1 such that:</p> <p style="padding-left: 40px;">"All grants to external organisations or individuals must be approved by Council the External Affairs Committee."</p> <p>Proposed Cllr Cobb, seconded Cllr Ackroyd, agreed unanimously.</p> <p>Cllr Eliot spot checked two invoices and approved.</p>	JWh
<b>2015/43/EO</b>	<p><b>10. Health and Safety update</b></p> <p>Nothing to report</p>	
<b>2015/44/FC</b>	<p><b>11. Date of next meeting</b></p> <p>The next meeting will be at 7pm on 22 July 2015 Critchill School, Nunney Road, Frome, Somerset BA11 4LB</p>	

The Chair closed the meeting at 9.01pm