

# FROME TOWN COUNCIL

Minutes of a meeting of Frome Town Council

Wednesday 23 January 2019 at 7pm

Frome Town Hall, Christchurch Street West, Frome BA11 1EB

## Present:

Councillors: Rich Ackroyd (Chair), Toby Eliot, Mark Dorrington, Peter Macfadyen, Sheila Gore, Gary Collinson, Ali Barclay, Mel Usher, Tricia Golinski, Pippa Goldfinger, Kate Bielby, Al O’Kane, Nick White

## In attendance:

Paul Wynne (Town Clerk), Mary Dy (Executive Assistant to the Town Clerk and Mayor), Chris Stringer (Environment Manager), Peter Wheelhouse (Deputy Town Clerk), Anna Francis (Resilience Mgr), Laura Hales (Marketing and Communications Assistant), Rachel Griffin (Marketing and Comms Mgr), Jane Llewellyn (Planning and Development Mgr), Sarah Williams (Business Mgr), Kate Hellard (Community Projects Officer), Vivienne Whitaker (Community Projects Officer), Des Harris (MDC Cllr), Eve Berry (MDC Cllr), Carole Bullen (MDC Cllr), Adam Boyden (MDC Cllr), John Clarke (SCC Cllr), Martin Dimery (SCC Cllr), Karen Stewart (Trinity Community Group), Bob Ashford (Chair of Trustees, Fair Frome), Wendy Miller-Williams (Fair Frome Coordinator), Lenka Grimes (Fair Frome Coordinator), Gill Fone, Sue Hughes

9 members of the public

Minute Ref	Agenda Item	Action
2018/62/FC	<p>The meeting started at 7.03pm</p> <p>1a. Apologies for absence None were received</p> <p>1b. Declaration of members’ interests Mel Usher declared a non-pecuniary interest as a Trustee of Fair Frome.</p> <p>1c. Minutes from the last meeting on 5 December 2018 The minutes of the Frome Town Council meeting held on 5 December 2018 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Gary Collinson, seconded by Sheila Gore, agreed unanimously.</p>	
2018/63/FC	<p>2. Questions and comments from the public and Cllrs Peter Macfadyen asked for an update on Community Cars; Anna Francis gave some background on usage and said that news had come just this week that Mendip Community Transport were no longer able to run it. The plan is for it to be managed by Sustainable Frome and recruitment for a freelance coordinator is underway. A</p>	

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	<p>more formal report will be taken to Town Matters on 6 February. Rich Ackroyd thanked Anna for her efforts on Community Cars this past week.</p> <p>Gill Fone said that lights 3 &amp; 4 on Zion Path have still not been repaired. Chris Stringer acknowledged that the problem has been reported to SCC.</p> <p>Nick White announced that BBC Question Time will be coming to the Merlin Theatre on 21 March; make applications to the BBC to be in the audience.</p> <p>Lenka Grimes announced that the incinerator in Westbury would unfortunately be going ahead and thanked FTC for their support in opposing it.</p> <p>Adam Boyden said that an SCC meeting regarding the <i>getset</i> service will be happening on Friday (25 January) and it seems that the service might not be cut this year.</p> <p>John Clarke said that SCC had announced parking reviews across the County and that Frome is included in the first tranche thanks to FTC's lobbying. Timescales are currently being drawn up; initial consultations with parish councils is planned followed by consultations with the community. He noted that all issues with parking in town can be addressed as part of the review.</p>	
2018/64/FC	<p><b>3. For information – a presentation from MYA recipient Fair Frome</b></p> <p>Bob Ashford (Chair of Trustees, Fair Frome) presented. Highlights of the past year include the Food Bank moving to the Elliot Building behind Frome Town Hall and it is also now able to meet a larger range of dietary restrictions. Fair Frome continue to receive a good amount of donations from the community and an impressive donation was made by members of the Travelling community in the summer. The furniture bank is also going strong; donations range from single items to whole house furnishings. This year, Fair Frome also collected almost 2 tons of Waste of Electrical and Electronic Equipment items.</p> <p>In terms of partnerships, Fair Frome works with volunteers from Routes and Somerset Skills and Learning and all funding comes from the town (donations from people, organisations; sponsorships from businesses e.g. Screwfix and the Football Club).</p> <p>He reported that in the last 12 months, Food Bank uptake had increased by 20% from last year. Approximately 20% of Fair Frome's referrals come from the CAB, 20% from the job centre,</p>	

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	<p>12% from the YMCA; approximately 30% of referrals are due to Universal Credit delays.</p> <p>In the next 12 months, Fair Frome plan to provide regular meals and teas during regular term-time. Working with schools they plan to extend community lunches to ‘holiday hunger’—targeting children who don’t get three meals a day during school-term holidays. They also want to develop something around providing for school trips, uniforms, etc.</p> <p>Bob thanked FTC for their continued financial support as well as support from FTC staff.</p> <p>Adam Boyden asked if the people receiving food parcels are all different people. Bob said some were repeat individuals and that unlike other food banks, Fair Frome had no rigid rules about who can receive and how often. What’s important is that they have been referred. A large number are one-offs and many people are employed and on low wages.</p> <p>Rich thanked Bob and said FTC really appreciated what Fair Frome provides for the Frome community; Mel Usher also thanked Bob and Fair Frome and said that this is a good example of how to make something like this work well.</p>	
<p>2018/65/FC</p>	<p>4. For decision – Work Programme, Budget and Precept 2019/20</p> <p>Paul Wynne acknowledged that the work programme is ambitious but realistic and achievable. He also emphasized that building the work programme was an all-staff project.</p> <p>Peter Wheelhouse then explained the work programme was constructed by listening to key messages from Cllrs and reviewing the current work programme and identifying the work that was complete, ongoing, stopped and new. Peter highlighted the key messages received from the Cllrs were: finish what we’ve started; be ambitious; move towards a more participatory relationship between Council and community; enable others to be more effective and communicate effectively what we do.</p> <p>Adam Boyden said that he was aware of FTC’s MYA with the CAB and asked what will happen when it turns out they’ll need more funding to keep running. Paul said he was in discussion with the CAB and reminded everyone of MDC’s offer of financial support too.</p>	

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Peter Macfadyen reminded everyone that this is an extraordinary work programme for a parish council.

Lenka Grimes asked for an update on the recycling bins that were designed last year. Chris Stringer said that they would be installed soon.

Paul Wynne then introduced the proposed staff chart from April 2019 that would deliver the work programme. He noted that the chart was unchanged with one exception. He proposed to promote the Community Project Officer to Community Projects Manager to reflect the level of work already being done by the post holder. He confirmed that there would be enough budget to make this move.

Peter Macfadyen asked how many full-time Rangers FTC now has. Chris confirmed 4 and one half time Ranger.

Sarah Williams then explained the proposed budget for 2019/20. She outlined how the budget was built, presented the total expenditure over the year plus a comparison between 18/19 and 19/20 and highlighted major variations. She highlighted the sources of income and the proposed increase to the precept demand.

Sarah also detailed the state of general and earmarked reserves for 2019/20.

John Clarke commented that it was good to see that FTC is able to manage its budget and asked about the proposed £50k transfer from an Earmarked Reserve to the revenue budget. Paul Wynne said that £50k in the Saxonvale EMR was no longer needed.

John also asked about the reduced budget for PB and young people's mental health; Sarah explained that the admin costs for PB were being absorbed by staff and Paul explained that the programme for young people's mental health is being reconfigured and decisions hadn't been taken yet about future plans.

Adam asked about the Volunteer Frome contract ending. Kate Hellard said that this was mutually decided following a review with SPARK who will continue to manage the online volunteer opportunities database.

Sheila Gore complimented the staff on the magnificent job putting together the work programme and the budget.

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	<p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve the work programme for 2019/20</li> <li>2. Present detailed proposals on the two new projects in the Marketing and Comms section of the work programme at an upcoming committee meeting for approval</li> <li>3. Approve the proposed staff structure for 2019/20</li> <li>4. Note that there is sufficient budget allocation to cover forecast staff costs</li> <li>5. Delegate to the Town Clerk to update the job description of the Community Projects Officer to a new post of Community Projects Manager in consultation with the Chair of Council Matters</li> <li>6. Note the report</li> <li>7. Approve the budget to deliver the work programme for 2019/20</li> <li>8. Note that some EMRs are no longer needed as projects have been completed and approve that the net surplus of £80k is used to offset expenditure in 2019/20</li> <li>9. Approve the forecast Earmarked Reserves at 1 April 2019</li> <li>10. Approve the forecast General Reserves at 1 April 2019 and that £63,763 be used to offset expenditure in 2019/20</li> <li>11. Approve the precept demand of £1,343,371</li> </ol> <p>Proposed by Pippa Goldfinger, seconded by Kate Bielby, agreed unanimously.</p>	<p style="text-align: center;">RG</p> <p style="text-align: center;">PW<sub>y</sub></p> <p style="text-align: center;">SW</p>
<p>2018/66/FC</p>	<p>5. For decision – Calendar of meetings 2019/20</p> <p>Mary Dy presented the proposed calendar, noting the recommendation to move the 8 May Council Matters meeting.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Move the Council Matters meeting on 8 May to 29 May 2019</li> <li>2. Approve the calendar of meetings for 2019/20</li> </ol> <p>Proposed by Pippa Goldfinger, seconded by Peter Macfadyen, agreed unanimously.</p>	
<p>2018/67/FC</p>	<p>6. For decision – Partnership with MDC on Boyle Cross</p> <p>Peter Wheelhouse presented the report.</p> <p>Mel Usher commented that what was needed to the ability to create more informal, irregular events on the Boyle Cross.</p>	

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	<p>The recommendation was to delegate authority to the Deputy Town Clerk in consultation with Cllrs Mark Dorrington and Sheila Gore to finalise the legal agreement and partnership arrangements with MDC and work with MDC staff to develop a business plan that will enhance activity on the site.</p> <p>Proposed by Kate Bielby, seconded by Ali Barclay, agreed unanimously.</p>	<p><b>PWh</b></p>
<p>2018/68/FC</p>	<p><b>7. For decision – Next steps on Market Place improvements</b></p> <p>Mel Usher stressed that these improvements are an investment for the future, adding that there is ‘nothing in this that hasn’t been mentioned before in previous years.’ People want the town centre to be safe and full of experiences and variety and we need to keep investing in the town centre to keep it vibrant.</p> <p>Vivienne Whitaker summarised the consultation activities and resulting feedback, highlighting that a broad range of stakeholders were also engaged so that every area was covered. She detailed the proposed improvements to the scheme which were more disabled parking, additional bus stop improvements. She proposed to monitor footfall flow through town centre before deciding on additional street furniture, improved measures for pedestrian safety and consideration for business needs. Next steps include going out to tender in order to clarify costs of the scheme and report will come back to Council to finalise the budget.</p> <p>Jim Boulter (President, Frome Town Band) was concerned about the removal of the railings at the corners of Cork Street Pippa Goldfinger responded that the railings do not control people and that pedestrians walk on the street already. Dave Sartin (IMA Transport Planning and FTC’s project manager) reminded everyone that town centre is now a 20-mph area. He said that current highway safety guidance recommended that railings were not ideal for keeping pedestrians safe and that the bollards would allow those opting to walk on the carriageway to step back on the pavement in case of coming traffic.</p> <p>Mel noted that there may be no real right answer to any of these and that the key thing is to make pedestrians the priority with obvious alternative crossings and 20-mph area.</p> <p>Des Harris asked what happened to the idea of putting a crossing from Palmer Street to St John’s church. Peter Wheelhouse said that the focus of the scheme was the middle of town.</p> <p>Gill Fone asked what would happen to the images of St Aldhelm on the existing railings. Peter Wheelhouse said they would be kept in</p>	

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	<p>store and they were not part of the proposed scheme.</p> <p>Nick White said that he was fully behind the scheme, but he was disappointed that a zebra crossing would add more clutter to the historic centre of town.</p> <p>Adam Boyden said that he was pleased to see the zebra crossing being proposed. Dave Sartin said that Highways may still object.</p> <p>Al O’Kane asked about the bollard material Peter Wheelhouse reassured that they will be steel cored.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve the Market Place Phase 2 scheme including the proposed amendments as details in this report</li> <li>2. Delegate to the Deputy Town Clerk in consultation with the Project Sponsor to:             <ol style="list-style-type: none"> <li>a. Finalise the design of the scheme</li> <li>b. Submit a planning application to Mendip District Council as soon as possible and submit and necessary amendments in response to comments from planning officers</li> <li>c. Secure the approval of Somerset County Council as Highway Authority including the introduction of a TRO to enable proposed new delivery and disabled parking arrangements to be implemented</li> <li>d. Consult with Somerset County Council around the proposed introduction of a one-way traffic flow in the Market Place whilst works are in progress</li> <li>e. Undertake a tender exercise to obtain competitive quotations to deliver the scheme with a report being brought back to Council as soon as possible to enable the budget to be finalized</li> <li>f. Review how the new re-paved spaces are used following completion of the scheme and, if necessary, bring forward further proposals for seating and planting which will be subject to public consultation</li> </ol> </li> </ol> <p>Proposed by Mel Usher, seconded by Peter Macfadyen, agreed unanimously.</p>	<p><b>PWh</b></p>
<p>2018/69/FC</p>	<p>8. For decision – Saxonvale consultation response</p> <p>Jane Llewellyn presented the report and the proposed response.</p> <p>The recommendation was to approve the response to be submitted to Acorn Property Group/Nash Partnership</p>	<p><b>JL</b></p>

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	Proposed by Pippa Goldfinger, seconded by Kate Bielby, agreed by majority; Nick White abstained.	
2018/70/FC	At this time, due to commercial sensitivity of the next item on the agenda, the rest of the meeting would have to be held in confidential session.  The press and public left the meeting.	
2018/71/FC	9. For decision – Confidential item on a potential land disposal  The recommendations were: <ol style="list-style-type: none"> <li>1. Ratify the heads of terms set out in the report</li> <li>2. Delegate authority to the Deputy Town Clerk in consultation with the Project Sponsor to take the next steps identified in the report</li> <li>3. Bring a report back to Council prior to exchange of contracts to provide an update on progress</li> </ol> Proposed by Kate Bielby, seconded by Pippa Goldfinger, agreed unanimously.	
2018/72/FC	The next meeting will be at 7pm on Wednesday 6 March 2019 at Frome Town Hall	

The Chair closed the meeting at 9.23pm