

# Minutes of a meeting of Frome Town Council

Wednesday 19 January 2022, 7pm  
Frome Town Hall and Zoom

**Present:**

In the Town Hall: Rich Ackroyd, Ali Barclay, Anita Collier, Mark Dorrington, Nick Dove, Sheila Gore, Paul Horton, and Andy Wrintmore

On Zoom: Lizzie Boyle, Rob Collett, Anne Hills, John Nelson, Andy Palmer

**In attendance:**

Bob Ashford (Fair Frome), Paul Wynne (Town Clerk), Peter Wheelhouse (Deputy Town Clerk), Sarah Williams (Business Manager), Rachel Griffin (Marketing and Communications Manager), Jane Llewellyn (Planning and Development Manager), Nikki Brain (Resilience Manager), Hannah Paniccia (Finance Officer), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor)

1 member of the public was in attendance at Frome Town Hall

11 members of the public were in attendance on Zoom

Minute Ref	Agenda Item	Action
2022/01/FC	<p>1. A short presentation from Bob Ashford, Fair Frome</p> <p>The meeting started at 7pm</p> <p>Bob explained that Fair Frome had been running the food bank for eight years and the furniture bank for four years. Their other initiatives included Food at 5, tackling school holiday hunger with Purple Elephant, providing financial assistance to anyone who was referred and providing computer and sport equipment. He also noted that they worked with the Rotary and Lions Clubs to help provide for bigger items for those in need. As well as toys, games and helping to provide food to schools when needed.</p> <p>Fair Frome met with other agencies every six weeks. They were involved in campaigning. Fair Frome also supported local businesses for example by providing vouchers to allow their clients to buy their services like fruit and meat.</p> <p>Bob explained that the demand on their services was growing particularly because of the end to the uplift in Universal Credit, more fuel poverty due to price rises and the rise in National Insurance payments as well as health inequalities.</p>	

	<p>Their current building at the Town Hall was nearing the end of its life span and they were looking for a new building, which would meet their current and growing needs. They had formed a partnership with Rotary, Lions and Inner Wheel and launched an appeal for ideas.</p> <p>Gill Fone asked how many families were supported by Fair Frome? Bob said it was about 200 families per week. In October and November 2021 they helped over 1/3 more people than they did in the same period in 2020.</p>	
<p>2022/02/FC</p>	<p><b>2a. Apologies for absence</b>  Rich Ackroyd proposed that Cllrs accepted apologies from Lizzie Boyle, Rob Collett, Maxine Crawley, Anne Hills, John Nelson, Andy Palmer and Scott Ward.</p> <p>Seconded by Sara Butler, agreed unanimously.</p> <p><b>2b. Declaration of members' interests</b>  None was received</p> <p><b>2c. Minutes from the last meeting on 17 November 2021</b>  The minutes of the Frome Town Council meeting held on 17 November 2021 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Mark Dorrington, seconded by Nick Dove, agreed by majority.</p>	
<p>2022/03/FC</p>	<p><b>3. Questions and comments from the public and Cllrs</b>  Rob Collett asked about the progress of further resourcing the MDC department responsible for Tree Preservation Order's (TPO's). Peter Wheelhouse had spoken to Ros Wyke and Tracy Aarons at MDC. They told him they were recruiting a second officer to support the Climate Change Officer and this person would also support the Tree Officer.</p> <p>Gill Fone asked for permission for the residents of Foundary Barton to hold a tea party to celebrate the Queen's Jubilee. Paul Wynne said this was a great idea.</p> <p>Gill also asked about the St Aldhelm images from the removed railings in the town centre. She suggested putting some in Victoria Park and on the Black Swan building. It was confirmed they were safely in storage at the Rangers yard.</p> <p>Gill raised her concern about increased parking in Foundary Barton and Henley Way and said the residents wanted double</p>	

	<p>yellow lines. Jane Llewellyn explained that a request for double yellow lines had been submitted as part of SCC’s parking review. Jane said she would write again to the parking team and stress the urgency.</p> <p>Gill complained about Blindhouse Lane being covered in leaves making it wet and slippery. She also noted there was a street light out in West End. Chris Stringer said he would report these on.</p> <p>Gill asked if there had been any interest in taking on the old Co Op shop in the Westway. Peter Wheelhouse kept in regular contact with the Estate Manager for Maybrook Properties, the owner of the Westway, but there was nothing to report when they last spoke.</p> <p>Finally Gill asked if there would be an accessible police post somewhere else in the town whilst the Library was closed for refurbishment. Paul Wynne said the police had been offered alternative accommodation at the town hall but had not taken it up. The work in the Library should be completed by the end of March and everything would return to normal.</p>	<p>JL</p> <p>CS</p>
<p>2022/04/FC</p>	<p>4. For approval - To agree to enter into negotiation with Mendip District Council to acquire a series of open spaces in the town. A summary of the report was given by Paul Wynne.</p> <p>Nick Dove commented that lots of people in Frome had been priced out of the Frome housing market and he recognised that there was a need for affordable housing, which some of these spaces could provide.</p> <p>Rich Ackroyd said the more open spaces FTC could get hold of, the better as they would be looked after better.</p> <p>Adam Boyden noted he had a conversation with a cabinet member at MDC. He was told that if MDC saw a strategic and/or commercial value to an open space they would require a statement that demonstrated the community value.</p> <p>John Nelson asked if any of the open spaces were given to MDC when it was established in 1974. Paul Wynne said it was likely some of them were such as Easthill and felt it wouldn’t be an important factor to MDC.</p> <p>John Warman was concerned about the need for social housing in Frome. He hoped there would be better provision through</p>	

	<p>Mayday Saxonvale. He also stressed the environmental and wellbeing importance of the open spaces.</p> <p>Paul explained if Cllrs agreed to the recommendations he would approach the Deputy Chief Executive at MDC to meet as soon as possible. From there he would get a realistic timetable.</p> <p>There was a discussion about best value / best consideration and the importance of these spaces to the community.</p> <p>Mark Dorrington asked if SCC would have any right over these open spaces? Paul said that anything in Mendip ownership on 1 April 2023 would transfer to Somerset unitary Council. The open spaces discuss at the meeting were hopefully something that MDC could transfer prior to that date.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. If they are willing, enter into negotiation with Mendip District Council to acquire the freehold of some or all of the sites identified in the table 1a and in the table at the end of <a href="#">Appendix 1</a>. Exploration of a leasehold transfer of some or all of the sites is acceptable if the freehold transfer is not possible.</li> <li>2. Delegate to the Town Clerk to negotiate with Mendip over the transfer and return to Council with firm proposals following negotiation</li> </ol> <p>Proposed by Nick Dove, seconded by Sara Butler, agreed unanimously.</p>	<p>PWy</p>
<p>2022/05/FC</p>	<p>5. For decision - Work programme, budget and precept demand for 2022/23</p> <p>The report was presented by Paul Wynne, Peter Wheelhouse, and Sarah Williams.</p> <p>Paul explained the starting point for the work programme was to ensure it aligned with the corporate strategy. The ambition was to build an inclusive, resilient, and participative community, a thriving local economy, and a clean, happy, and healthy town. He said it was important to remain flexible and be able to react to emergencies and take opportunities when they arose though the year.</p> <p>Peter gave an overview of the proposed work programme.</p> <p>Paul confirmed the work programme could be delivered by the existing staff body with the exception of needing to recruit a</p>	

	<p>Resilience Planning Officer for two years to support the work in responding to ever increasing development in the town.</p> <p>Sarah gave an overview of the proposed budget.</p> <p>Andy Jones asked about plans for evaluating success as only a few items in the work programme had objective metrics associated with them. Peter Wheelhouse explained an evaluation working group had been established. He most externally funded projects had to be evaluated. However, evaluation was a work in progress.</p> <p>Andy Palmer thanked everyone for their input. He acknowledged that Cllrs had set staff a very hard challenge and congratulated them on the delivery of something that was ambitious and exciting but below the inflation rate.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve the work programme for 2022/23 <a href="#">at appendix 2</a></li> <li>2. Approve the proposed staff structure for 2022/23 <a href="#">at appendix 4</a></li> <li>3. Approve the budget for 2022/23 <a href="#">at appendix 3</a></li> <li>4. Approve the forecast Earmarked Reserves at 1 April 2022 <a href="#">at appendix 5</a></li> <li>5. Approve the forecast General Reserve of £209k at 1 April 2022</li> <li>6. Approve the precept demand of £1,871,453 for 2022/23</li> </ol> <p>Proposed Nick Dove, seconded by Sara Butler, agreed unanimously.</p>	
<p>2022/06/FC</p>	<p><b>6. For decision - Approval of Risk Register 2021/22</b> A summary of the report was given by Hannah Paniccia.</p> <p>Rich Ackroyd congratulated Hannah for her terrific effort. He noted it was an important corporate task.</p> <p>Lizzie Boyle said it was comprehensive and professional and suggested it was something that could be shared with SALC or NALC to help other councils to learn from.</p> <p>The recommendation was to instruct the Chair to sign the 2021/22 Risk Register Summary &amp; Action Plan on behalf of the Council and approve the 2021/22 Risk Strategy document.</p> <p>Proposed by Ali Barclay, seconded by Sheila Gore, agreed unanimously.</p>	

<p>2022/07/FC</p>	<p>7. For decision - Phase 3 of Market Place project - Boyle Cross</p> <p>Jane Llewellyn summarised the report.</p> <p>Paul Horton asked how did Jane ensure that all quotes would mean the same quality. Jane explained that this was part of the role of Nicholas Pearson who designed the scheme. She confirmed that her recommended quote would be using good quality materials.</p> <p>Rich Ackroyd asked if users of Boyle Cross were happy with the proposals? Jane explained that they were. Rich said he thought it was brilliant work.</p> <p>Lizzie Boyle asked what conversations would need to happen with users of Boyle Cross when the works go ahead? Jane said she expected the installation to take around two days. The installation would be scheduled to not clash with markets or other events. The longest element would be the manufacture, and this would happen offsite.</p> <p>Andy Palmer thanked everyone for all their work on the project, particularly Jane and Nick Dove.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Appoint the company for Quote 2 to manufacture and install the seating and planters on Boyle Cross for the sum of £28,650 as soon as possible after the Town Council elections on 5 May</li> <li>2. Use the remaining project budget of £11,500 towards these works</li> <li>3. Allocate an additional sum of £20,000 (including a contingency sum) from the Saxonvale Legacy Fund.</li> </ol> <p>Proposed by Anita Collier, seconded by Steve Tanner, agreed by majority. Paul Horton abstained from voting.</p>	
<p>2022/08/FC</p>	<p>8. For ratification - Mayday Saxonvale consultation response</p> <p>A summary of the report was provided by Steve Tanner.</p> <p>Cllrs were asked to:</p> <ol style="list-style-type: none"> <li>1. Note the planning committee reviewed the application extensively and engaged the community</li> <li>2. Ratify the response</li> </ol>	

	<p>The recommendation was that the response by the Planning Committee supporting the Mayday Saxonvale planning application is noted and ratified by Council.</p> <p>Proposed by Paul Horton, seconded by Ali Barclay, agreed unanimously.</p>	
2022/09/FC	<p>9. For decision – Climate and Ecological Emergency Strategy A summary of the report was given by Nikki Brain.</p> <p>Rob Collett said how he appreciated the hard work gone into the strategy and he was delighted to see the report. He applauded all effort and said it was a real step forward.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. FTC publishes an update to the 2019 Climate Emergency Strategy and Action Plan</li> <li>2. The papers are shared in draft form to enable community feedback and final draft completed after the Climate Action Group meeting on 25 January</li> <li>3. The final draft will return to Council for formal approval as soon as possible.</li> <li>4. This exercise is completed annually alongside the review of the next year’s Work Programme</li> </ol> <p>Proposed by Mark Dorrington, seconded by Rich Ackroyd, agreed unanimously. John Nelson abstained from voting.</p>	
2022/10/FC	<p>10. For decision - Calendar of meetings 2022/23 Laura Flaherty summarised the report.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve the change of dates for the Planning Committee meetings to 28 April and 19 May 2022</li> <li>2. Approve the calendar of meetings for 2022/23</li> </ol> <p>Proposed by Rich Ackroyd, seconded by Anita Collier, agreed unanimously.</p>	
2022/11/FC	<p>The next meeting will be at 7pm on Wednesday 16 March 2022, Frome Town Hall and Zoom</p>	

Table 1 - Agenda items

The Chair closed the meeting at 8.51pm