

FROME TOWN COUNCIL - STRATEGIC PLAN

APPENDIX

ACTION PLAN - DECEMBER 2011 to MARCH 2016

1. Encouraging a Dynamic and Sustainable Economy							
1.1 Economic Development							
ACTIONS							
	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	Budget cost centre & code	
1.1.1	Develop a sustainable economy for Frome	EAC / EDRM	2012/13 & 2013/14				
	Develop an economic development plan to include:	EAC / EDRM	April 2013	On target	Focused on specific projects rather than writing a report	Focus for 2015/16 will be on implementing the policies in the Neighbourhood Plan, identification of work space and green technology. Research into demand for workspace to be published in early 2015. We will then work to bring forward new workspace on sites identified within the Neighbourhood Plan and work to develop a cluster of environmental technology businesses under the banner of 'One Planet Valley' at Saxonvale.	506 4128
	Oversee and help co-ordinate all activities in the town centre including Town Team projects: Frome App, Super Market and Keep Frome Clean	EAC / EDRM	Ongoing	Frome App online by April 2013; Keep Frome Clean project in development; successful Frome Super Market pilot	Ongoing	Frome Independent market has developed well. In 2015/16 we will complete phase 1 of Market Place remodelling; improve the Market Yard; improve signage between the town centre and the station; develop further the new websites with town centre information and establish a Town Centre Working Group to work with the community and businesses to enhance the town centre further. This group will: improve information and signage for pedestrians, cyclists and drivers; better promote and expand the Community Toilet Scheme; improve street cleanliness; improve sustainable transport services; establish a car park regime that encourages people to use the town centre and developing markets and events.	
	Establish and develop network involving Frome Chamber of Commerce, local businesses, Heart of SW Local Enterprise Partnership (LEP), Somerset County Council, Mendip District Council, BANES, Wiltshire Council, and other stakeholders	EAC / EDRM	Ongoing	Network well established	Ongoing	Ongoing	
1.1.2	Research/data gathering to support economic and community development work	EAC /CPO/ERDM	2013/14	New project	Business database purchased, community database to be part of new website	Community Groups Database is developed and will be incorporated into websites.	506 4122
1.2 Boost the identity of the town							
ACTIONS							
	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	Budget cost centre & code	
1.2.1	Use local and national expertise to create a unique identity for the town and find new ways of effectively marketing that identity	EAC / EDRM	Ongoing				506 4128
	Produce and implement a marketing strategy for the town - to include:	EAC / EDRM					
	Improve FTC website linked to 'Frome Fizz' - a new cultural and community portal for Frome	EAC / EDRM	2013/14	New project	New website to be launched in February 2014	Websites completed and continual improvements needed	802 4027
	Develop 'Welcome Pack' for investors, visitors and people moving to the town	EAC / EDRM		New project	Do not progress	New project - online and paper resource	
	Work with 'Into Somerset' and Heart of the SW LEP to improve awareness of Frome as a business location and generate leads	EAC / EDRM	2013/14	Contacts established	Ongoing project	Good progress with LEP and SMT event. Next step is development of a prospectus for the town to set out Frome's offer to new businesses	
	Work with venues, festival organisers and accommodation providers to promote the town to visitors	EAC / EDRM	2013/14	Discussions proceeding with partners	part of website project	Discover Frome website up and running. We will continue to promote Frome via a targeted media campaign; continue to work with Bath and Bristol as potential 'gateways' for international visitors; explore further potential of tour operators to bring tourists to Frome for the day; promotion planned with First Great Western & Heart of Wessex Community Rail Partnership to promote visits by rail	
	Support production of town maps promoting pedestrian routes	EAC / ERO	April 2013	On target	In progress	Will be developed further to promote sustainable transport including walking	
1.3 Help the local economy become resilient, self reliant and sustainable (see 2.4)							
ACTIONS							
	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	Budget cost centre & code	
3.3.7	Investigate options for electric powered vehicle for FTC run services	TC	June 2012	Completed		Replace diesel van in 2015/16	EMR 901 9008
1.4 Assist the unemployed, under-employed and school leavers							
ACTIONS							
	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	Budget cost centre & code	
1.4.1	Work with local entrepreneurs, educational establishments and other training providers to identify and meet skill needs in the town (to include enhanced HE and FE provision)	EAC/ERDM	2014/5	Safeguarded training operations at Saxonvale Centre	Training/Apprentice Academy plan in progress	Apprenticeship Coordinator funded by FTC to be appointed by end of Dec 2015. Main focus through to March 2016 will be to work with employers to create new apprenticeship opportunities for local young people in the town.	EMR 901 9023
1.3.2	Investigate opportunity for development of 'green collar' skills to support green retrofit and renewable energy production.	EAC/ERDM	2014/15	New project	New project	Project in implementation stage	EMR 901 9023
1.4.2	Work with partners to improve the availability of help for the unemployed	EAC / ERDM	Ongoing	Contact made with Somerset County Council, Jobcentre Plus, Careers SW, Frome Community College and Edventure to identify what more can be done to support unemployed	See 1.4.1 above	See 1.4.1 above	EMR 901 9023
1.4.3	Facilitate business start ups, training and sharing knowledge	EAC / ERDM					
	Support creative business sector	EAC / ERDM	April 2013	Sector supported through funding for Frome App project (Somerset County Council and FTC)		Chairing Cultural Quarter working group. Feasibility study grant application submitted - link with public realm improvements to Market Yard	EMR 901 9023
	Provide information on available premises and sources of business support on FTC website	EAC/ERDM	2014/15	New project	On new website	Completed needs to be kept up to date	802 4027
	Safeguard sites that are suitable for small businesses, encourage development of new incubation space and enable small businesses to be established in the town centre through new planning policies (Neighbourhood Plan)	EAC/PDO	2014/15	Work in progress on Neighbourhood Plan, see 2.3.3 below		NP complete and study of business sites commissioned. See also 1.1.1 above	506 4129
	Work with Frome Community College to develop their new 'Nurture Centre'	EAC/ERDM	2014/15	Discussions ongoing with Frome Community College	See 1.4.1 above	See 1.4.1 above	EMR 901 9023
2.5.3	Explore opportunities for a University of Somerset campus	EAC/EDRM	2013/14	See also 1.4.1	Do not progress		
2. Creating a Vibrant Participatory Community							
2.1 Encourage community groups to take the lead							
ACTIONS							
	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	Budget cost centre & code	
2.1.1	Extend the capacity of FTC's grant budget	EAC / CPO	2014/15	Completed	Grant review in progress	Grant scheme reviewed and is now more focussed. Some of the previous grant fund re-directed to supporting group development	503 4720
2.1.2	Introduce Participatory Budgeting for community grants	EAC / RFO	April 2012	Completed		Focus more on supporting group development. Consider formal participatory budgeting project in advance of 2016/17 budget.	

	2.1.3	Investigate provision of umbrella services for community groups i.e. insurance, storage and accountancy	IAC/RFO	2014/15	Not possible via FTC insurance policy, cheap individual cover for groups available	Investigate capacity on already providing accountancy services for car club	Discount scheme arranged with an insurance company if community groups quote FTC	
	2.5.2	Work in partnership with the Cheese & Grain (C&G) trust to ensure it has a clear strategy for the future, is able to function as a viable organisation and continues to provide a valuable community service	IAC/TC	2013			ongoing	
		Support C&G in their renewable energy project	IAC/ERO	March 2012	Completed	Completed	Completed	
		Put in place a new sustainable Service Level Agreement (SLA)	IAC/TC	March 2012	Completed	Completed	Completed	
		Work with C&G to develop Mezzanine and Tower to create viable income stream	IAC/EDRM	2013/14	Project to develop Mezzanine and Tower in progress	Mezzanine project complete Nov 2013	Tower project in planning stage	
	2.2	Make best use of town's green spaces						
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	2.2.1	Develop a town-wide Strategy for open spaces and play facilities	IAC / EM	February 2012	Completed	Review of Strategy in Nov/Dec 2013	Acquisition of Dippy, Old Showfield, Play Park at Henley Way, riverbank in town centre and promotion of community purchase of Whatcombe Fields in progress. Open Spaces Strategy to be reviewed winter 2014/5 and the Save Open Spaces research on protecting land incorporated. To be progressed by Env Manager.	
		Mapping of all green spaces and walkways including corridors of diversity	IAC / CPO	July 2013		Completed, to be incorporated into review of Open Spaces	Green infrastructure / Green Space network to be taken forward by Environment Manager.	EMR 901 9010
		Investigate sources of external funding	IAC / CPO	2014/15		MUGA grant to be applied for and support for Tennis Court bid	Sport England grant aided MUGA (in construction) and new tennis courts (to be completed by end Summer 2015)	
		Explore innovative ways of protecting open spaces e.g. Queen Elizabeth 2 Fields Challenge and asset transfer	IAC / CPO	2013/14	Asset transfer from MDC to FTC priority sites from Strategy, sites placed on asset register	Supporting FROGS to apply for Village Green, Asset of Comm Value etc	Save open Spaces produced study of best methods of protection which will inform review of Open Spaces strategy	
		Identify potential land for acquisition by FTC	FC/TC	2013/14	sites identified in Strategy, acquisition from MDC ongoing	Dippy, Showfield and North Parade to be transferred in 2014	the Old Showfield, the Dippy, land at North Parade, land at Henley Way will be acquired by end March 2015.	
		Investigate other uses of closed churchyards	IAC/EM	2013/14	will discuss with new contractors re management and MDC re acquisition	Do not progress	To be progressed by Env Manager	
		Support community natural play project at Welshmill	IAC/GPM	2013/14	Phase 1 completed, phase 2 & 3 start Spring 2013	Phase 2 in progress	Phase 3 to be started in 2015/16	505 4902
	2.2.2	Improve skate and bike facilities across town	IAC / EM					
		Support community led skate park project	IAC / EM	June 2012	Completed	completed	completed	
		Support community led pump track project at Welshmill	IAC / EM	June 2012	Completed	completed	completed	
	2.2.3	Promote the river through enhancement works	IAC / EM					
		Create and implement a river enhancement project (incorporating possible hydro unit at Welshmill)	IAC / EM	2013/14/15	Project plan completed, detailed design started, NHB funding in negotiation	NHB secured for Henley Way footpath only. Rodden Meadow to be completed 2014. Market Yard improvements not funded	Next phase of strategy is to: build a bridge across river to Rodden Meadow funded mostly by s106; signage and promotion of river corridor access routes; complete works at Rodden Meadow, explore acquisition of fields beyond the Mount towards the by-pass.	506 4136 + S106 EMR 901 9039
	2.2.4	Promote increased tree planting	IAC / EM					
		Identify public areas for the provision of trees	IAC / EM	2013/14	New project	Do not progress	as above	
		Consider options for planting in residential areas and urban landscapes	IAC / EM	2013/14	New project	Do not progress	as above	
	2.2.5	Support and promote the work of community groups with shared aims	EAC/CPO	2014/15		Participation Week completed Nov 2013 - planning for next steps	Excellent engagement projects completed over the year and more resources will be put in to develop engagement and volunteering in 2015/16	503 4720
	2.3	Maintain the town character whilst encouraging sustainable growth						
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	2.3.1	Develop Town Design Statement for adoption by the Planning Authority	EAC / PDO	August 2012	Completed and passed to MDC for approval		Awaiting MDC approval still	
	2.3.2	Lobby for direct access to New Homes Bonus and Community Infrastructure Levy and Business Rates to support the local infrastructure in Frome	FC / TC	2014/15	Negotiating with MDC to fund River Corridor and Market Place projects	NHB secured for Henley Way path but no other funding forthcoming	No progress to date over more control over NHB, establishing CIL. We will continue to push for this and for rates relief on some businesses and a premium on business rates to pay for improvements.	
	2.3.3	Develop Neighbourhood Development Plan for adoption by the Planning Authority	EAC / PDO	2014	On schedule	Consultation in progress, Plan to be submitted to MDC Spring 2014	Plan submitted Summer 2014; may need to amend following inspection.	506 4129
		Ensure new developments include long term job opportunities	EAC / PDO		In progress		Once adopted the plan will form basis of advocacy work to promote/enforce policies.	
		Ensure existing employment land is safeguarded	EAC / PDO		In progress		Once adopted the plan will form basis of advocacy work to promote/enforce policies.	
		Protect green open spaces	EAC / PDO		In progress		Once adopted the plan will form basis of advocacy work to promote/enforce policies.	
		Claim the right to make planning decisions through Local Development Order	EAC / PDO		In progress		Exploring as part of Saxonvale Investment Prospectus project	
	2.3.4	Once adopted publicise the Plan and secure implementation	EAC/PDO	2014/15	Next phase of project	Next phase of project	Once adopted the plan will form basis of advocacy work to promote/enforce policies.	506 4129
	2.4	Help the local householders become resilient, self reliant and sustainable						
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	2.4.1	Work in partnership with the Frome Development Community Interest Company to provide more allotment and community garden space	IAC/EM	Oct. 2012	Birchill lane open spaces acquired		Possibility of more allotments at Whatcombe fields if community purchase campaign successful	
	2.4.2	Support new developments with good eco and climate credentials	EAC / PDO	2014 onwards		Need to recommend higher insulation and energy standards in apps	Intensify work on promoting good applications and highlighting bad ones	
		Carry out Carbon Audit	EAC/ERO	2013/14	New project	Completed - Converging World	completed	
	2.4.3	Lobby for an increase in recycling provision						
		Work in partnership with Somerset County Council (SCC) to extend opening hours of the recycling centre	TC / SCC	2012/13	Too expensive		Good relationship with Somerset Waste Partnership established - exploring opportunities around re-use and recycling. VHS recycling programme launched Recycling Centre hours now extended	
		Develop an initiative with businesses to eliminate use of plastic shopping bags	EAC/ERO	2014/15	New project	New project	Do not progress - bag tax being introduced nationally in May 2015. Recycled Frome bag launched	503 4719
		Work in partnership with local businesses to provide multi use recycling bins within the town centre	EAC/ERO	2014/15	New project	New project	new project.Focus in 2015/16 will be working with businesses to reduce carbon footprint and improve public realm	503 4719
		Work with the community to increase knowledge levels about importance and opportunities of recycling/re-use and about destination of waste and recycled materials	EAC/ERO	2014/15	New project	New project	Working with Protomax to recycle plastic and manufacture planters and benches for Frome and with schools to highlight potential of re-use and recycling	503 4719
	2.4.4	Work in partnership with Sustainable Frome to provide a consortium for centralised purchasing with energy providers and renewable sourced products	EAC/ERO	2014/15	New project	New project	MDC launched a scheme which we are promoting. FTC/Frome Renewable Energy Co-op exploring becoming a local energy provider.	503 4719
	2.4.5	Investigate opportunities for subsidised insulation, sustainable home improvements and the re-use/reduction of waste	EAC/ERO	2014/15	New project	New project	We will: continue to promote grants, information and subsidies; develop our team of 6 energy volunteers that runs energy advice sessions; launch a thermal imaging and bulk buy of energy saving products in early 2015; loan LED kits and energy monitors through the library; continue our School Carbon Countdown programme that was launched in October; promote electric charge points that have been installed at the Cheese and Grain; continue to work on a sustainable transport programme encompassing Frome and surrounding area, including re-modelling of the railway station and subsidised cycle training	503 4719

		Engage with 'Transitional Streets' initiative	EAC/ERO	2014/15	see also 1.3.1	New project	Do not progress	
2.5	Build on the range of facilities and activities available locally							
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	2.5.1	Encourage sports clubs and organisations to work together to share facilities and costs	EAC/CPO	August 2012	Working party established, next steps behind schedule	Meetings held no further action apart from supporting tennis courts, MUGA.	no further work on sport club development	901 9006
		Set up organisations day to promote awareness between groups and local people	EAC/CPO	March 2012	Annual community fair 2013 in planning stage	Participate Frome held in November 2013	Ongoing projects on youth groups, cultural quarter, green energy groups, support for older people lacking. We are looking to the new building to provide opportunity for increased information sharing and will build on the work to date on the Community Website.	503 4723
		Assist and encourage all schools (state, academic or free) in using local sports and theatre facilities	EAC/CPO	2011/12	Behind schedule	Do not progress	Do not progress	
2.6	Support the town's arts scene							
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	2.6.1	Encourage arts organisations to work together to share facilities and costs	EAC/EDRM				Continue to work on Cultural Quarter Project	
		Work in partnership with arts organisation to investigate shared marketing and box office functions		2012/13	Creative Frome taking forward		Cheese and Grain taking forward	
	2.6.2	Provide assistance with large scale events	EAC/EDRM	2014/15		Christmas Extravaganza event planned for Nov 2013, annual event	Festival, Carnival and Extravaganza have been and will continue to be supported.	502 4320 4325 4333
		Investigate general public liability insurance for council supported events	EAC/RFO	Oct. 2012	Support given where possible	No umbrella insurance available via FTC.	No umbrella insurance available via FTC.	
		Help facilitate events with resources, project management expertise, use of land and fundraising etc	EAC/EDRM	Annual	Support given where possible	Carnival, Festival and Cobble Wobble all supported	Festival, Carnival and Extravaganza supported.	502 4320 4325
2.7	Community involvement							
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	2.7.1	Explore and encourage community engagement	EAC/TC	2014/15			Participate Frome agenda being developed to ensure that communication is addressed at a basic level and will then developed to facilitate engagement. The Hub will create base for engagement and communication. Democracy Day planned for April 2015.	503 4720 501 4018
		Facilitate debates on the future of education in Frome	TC/Cllr Usher	Nov 2012	Nov FC - presentations from College and Steiner Schools. See also 4.1		do not progress	
		Facilitate public Question Time so that the public have access to elected officials across all public services	EAC/Cllr Godman	Ongoing	2 QTs already held		do not progress	
		Create a Citizens Jury to review evidence on the development of Saxonvale	EAC/EDRM	2013/14	New project when time is right	One public debate held, second planned for Feb 2014	Following the publication of the Saxonvale Prospectus the work of engaging the community will be rekindled.	501 4018
		Public Referenda on Neighbourhood Planning	FC/PDO	2014	On schedule		Referendum to be held in May 2015	
	2.7.2	Encourage and support participatory projects	EAC/CPO	Ongoing		Participate Frome Nov 2013 and recommendations to be considered	Participate Frome actions continue to be implemented. Volunteer project to be developed to increase volunteer opportunities, volunteer co-ordinator for well being to be supported. To consider further how youth activities engage young people alongside other residents in practical activity in the Town. Pilot project to run with Critchill school and our outside services team.	503 4723 503 4724
	2.1.4	Promote community participation	EAC/CPO	2014/15	Annual community fair completed 2012, 2013 in planning stage	Participation Week completed Nov 2013 - planning for next steps. Work up plan to deliver Participate Frome recs	Participate Frome actions continue to be implemented: increase and improve communication, engage community members actively in projects and issues, continued and increased use of PF branding, increase intergenerational projects.	503 4723
3.	Enhancing a Thriving Town Centre							
3.1	Managing the town centre - change to improving the town centre?							
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	3.1.1	Improve the Town Centre	FC/EDRM	Annual				
		Provide vibrant and sustainable floral planting throughout the year	IAC/EM	Annual			Florals will focus on town centre and be edible and/or sustainable wherever possible.	504 4039
		Explore the introduction of Local Development Orders that will improve the appearance and vitality of the Town Centre (through Neighbourhood Plan)	EAC/PDO	2014/15	See 2.3 above		Article 4 direction to be applied for to restrict permitted change to uses falling within Use Class A2 to no more than 4% in Badcox/St. Catherine's area (see Neighbourhood Plan TC2)	506 4129
		Provide affordable parking in the town	EAC/TCRM	2014/15		Do not progress	Parking strategy to be drafted winter 2014/15. Implementation thereafter	
		Proactively manage the public realm including notice boards, illegal advertising, the less accessible areas (eg rehabilitation/maintenance of Apple Alley) and street obstructions (eg voluntary codes for A boards)	EAC / TCRM	2014/15	Remodelling project		Remodelling project - Phases 1 & 2 to be completed 2015/16. New notice boards for suburbs, street cleansing contract to be monitored and enhanced if need be. Apple Alley businesses will be approached to keep it clean.	EMR 901 9020
		Develop costed options for remodelling the town centre	EAC/ERDM	2013/14/15	On schedule	Palmer St planned for Jan 2014, Boyle Cross planned for 2014.	Palmer St resurfacing to be implemented early 2015; Boyle Cross and crossing points in Market Place to be implemented in 2015/16	EMR 901 9020
	3.3.6	Work to ensure empty shops are not an eyesore	EAC/PDO	ongoing		Do not progress	Focus to shift to general shopfront improvements within the Market Place, Bath Street & The Bridge and introduction of an Article 4 direction as a way of controlling shopfronts as Phase 3 of Town Centre Remodelling	
		Develop & implement new Implementation Prospectus for Saxonvale	EAC/ERDM				Prospectus commissioned. Implementation will start in early 2015.	EMR 901 9020
	3.3.5	Encourage County Highways to ensure appropriate resurfacing in and around the town centre	FC/EDRM	2013/14/15		Palmer street to be resurfaced Jan 2014 and in talks re re-modelling of Mkt Place	Palmer St resurfacing to be implemented early 2015; Boyle Cross and crossing points in Market Place to be implemented in 2015/16	EMR 901 9020
3.2	Improving the range of shopping facilities							
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	3.2.1	Encourage appropriate developments to enhance the diversity of the shops	EAC/EDRM	2014/15		Participate Frome rec and planning applications at Saxonvale	Promoted via Saxonvale Implementation Prospectus and via improved team working amongst businesses facilitated by FTC	506 4129
		Build suitable controls into the Town Design Statement and Neighbourhood Development Plan	EAC / PDO	2014/15	See 2.3 above		See 3.11 above	
	3.2.2	Develop and implement Business Plan to revive the Markets	EAC/ERDM	2014/15	See 1.1.1 above	Focus will shift to enhancing Wed/Sat mkt	Strategy to be drafted winter 2014/15. Implementation will continue through 2015.	EMR 901 9004
		Investigate possibilities of locally sourced and sustainable produce	EAC/CPO	2013/14	New project	Do not progress	Do not progress	
3.3	Environmental threshold							
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	3.3.1	Improve cleansing services so that 90% of residents are satisfied	IAC/EM	March 2014	Resident satisfaction survey planned	Retail surveys carried out, need to analyse results	Retail surveys carried out, need to analyse results. Do not progress residents survey.	
		Consider local provision as part of staffing review	IAC / CE	December 2011	Completed	Completed	Completed	

		Negotiate SLA's with MDC to take on local cleansing services	IAC /EM	2013/14	MDC ground care contract let Oct 2012, in discussion with contractors	Continued pressure on TLG/MDC to deliver contract. Consider buying contract enhancement	Continued pressure on TLG/MDC to deliver contract. Explore supplementing MDC contract with extra TC cleansing	504 4035
		Carry out service improvement surveys	IAC /EM	2014/15	On schedule	TLG/MDC to do	To be commissioned in March 2016	506 4122
	3.3.2	Review and improve street furniture and signage in the town centre	EAC / TCRM	2014/15	In progress - part of N'hood Plan and remodelling project	Clr Goldfinger to present findings in Feb 2014	Progress as part of TC remodelling and a focus for the Town Centre Working Party	EMR 901 9020
	3.3.3	Bid for municipal environmental services i.e. grass cutting, weed control, litter picking, potholes etc	IAC / CE	Summer 2012	Bid unsuccessful		Bid unsuccessful	
		Discuss how improvements can be made with contractor	IAC/EM	2014/15	MDC ground care contract let Oct 2012, in discussion with contractors. Lengthsman employed	Continued pressure on TLG/MDC to deliver contract. Consider buying contract enhancement	Continued pressure on TLG/MDC to deliver contract. Explore supplementing MDC contract with extra TC cleansing	504 4035
	1.3.1	Support renewable energy schemes within public and private organisations	EAC / ERO	2014/15	Exploring possible hydro project at Welshmill Weir	Continue to work with Converging World	FRECO project up and running. Funding for solar stand at Football Club secured. FRECO will be launching renewable energy projects in 2015 including Frome Medical Practice and additional public and businesses premises will be explored.	503 4719
		Support PV panels for the Cheese & Grain building	FC/CE	2012/13	Completed		Completed	
		Explore how to facilitate other public buildings to generate renewable energy	EAC/ERO	2014/15	New project	Continue to work with Converging World	see above	503 4719
	3.3.4	Work in partnership with environmental volunteers i.e. litter picking, river cleansing, education etc	IAC/EM	Ongoing	As and when FTC is approached - Barclays Bank, Friends of River Frome, FROGS all worked with FTC in 2012/13	Participate Frome litter picks and FoRF river picks supported,	Support FoRF and continue to organise periodic community litter picks. Encourage all schools to adopt a street to keep clean and businesses to keep their frontages clean	504 4033
		Work with Frome College to establish a conservation volunteer group	IAC/EM	2013/14	New project - dependant on College to progress	Do not progress	see above to start with.	
	3.4	Freedom of movement around the town centre						
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	3.4.1	Explore how pedestrian accessibility and safety in the town centre can be improved	EAC/EDRM	2013/14/15	Part of Market Place Improvements	On schedule	Routes identified, promotion of them is required, this will include between green spaces, housing estates, the railway station and the town centre.	EMR 901 9020
	3.4.2	Work in partnership with the business and arts community regarding signage as public art	EAC/EDRM	2013/14	New project	Do not progress	do not progress	
	3.4.4	Work with the SCC Highways on reducing the travel of heavy goods vehicles through the town	EAC/EDRM	2013/14	New project	Do not progress	do not progress	
	3.5	Built Environment						
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	3.5.1	Survey and evaluate future use of public conveniences		December 2011	Completed		Completed	
		Examine other uses for redundant public toilet buildings	EAC/TC	2013/14	In discussion with MDC	Not possible to progress	do not progress	
		Work in partnership with MDC on re-use, disposal or demolition of toilet buildings	EAC/TC	2013/14	In discussion with MDC	Not possible to progress	do not progress	
		Develop a toilet strategy which is acceptable to the retail sector and improves services to the public	IAC/TCRM	April 2013	Community Toilet Scheme to start in Apr 2013	Launched and to be reviewed in 2014	Relaunched 2014. Needs expansion and improved promotion.	509 4440
	3.5.2	Work in partnership with MDC to plant more trees in the Cattle Market car park	IAC/EM	Winter 2012	MDC won't permit.	Not possible to progress	Redesign and spring clean of Mkt Yard planned for 2015	
	4.	Ensuring Effective Public and Voluntary Services						
	4.1	Partnership working to promote Frome needs						
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	4.1.1	Establish a 'Frome Forum' to publicly examine all services across the public sector	FC/TC	2013/14	in discussion with mdc	One Frome piloted and not continued	Do not progress	
	4.1.2	Encourage and facilitate a 'Frome Assembly' to bring elected members (across tiers) to account and discuss issues of mutual concern	FC/TC	2013/14	First informal meeting held in Dec 2012,	No further progress	Continue to engage with Clrs from all three tiers of Govt	
	4.1.3	Form excellent relationships with MDC and SCC including through the pathfinder initiative to deliver joint objectives	FC/TC	2013/14	Pathfinder project on hold until Mendip hub completed in MDC offices	Frome Hub/move to library in progress	New FTC offices to be third sector hub. Library to be public sector hub	EMR 901 9011
	4.1.4	Establish an information hub / one stop shop for Frome information	FC/TC	April 2013	In discussion with scc over possible use of Library	FTC to move to Library in 2014	Christchurch Street to provide central information point with satellite points. We will improve the dissemination of info virtually and physically	EMR 901 9011
	5.	Ensuring an Innovative and Supporting Town Council						
	5.1	Rethink the role of the Town Council						
		ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
	5.1.1	Consider the implications of the Localism Act	FC/TC					
		Develop a specific plan for adopting local provisions	FC/TC	2013/14	Held seminar on opportunities in June 2012, all Clr evening in Oct 2012 in order to inform future strategic direction, future discussion planned for Spring 2013	see below	Do not progress	
		Take a lead on any emerging Department of Communities and Local Government (DCLG) vanguard schemes such as the Neighbourhood Plan and Community Budgeting	FC/TC	2013/14	Discussions held and planned with DCLG over community budgeting	Asset of Community Value progressing with FROGS, NP in progress, community budgeting not progressing	monitor development of Localism agenda	
	5.1.2	Review the purpose, role and effectiveness of the Town Council	FC/TC					
		Undertake staff and accommodation review to ensure fit for purpose	FC/TC	May 2012 & 2013/14	Staff review completed May 2012 and office refurb planned for summer 2013	Refurb superseded by Library move	Moving to Christchurch Street	
		Ensure that all decisions made by FTC are considered for their sustainability and environmental impact	FC/TC	2013/14	Ethical decision making WP due to meet Feb 2013	Ethical Framework adopted and applied	Ethical Framework adopted and applied	
		Ensure that all decisions made by FTC are considered for their financial, risk, and legal implications	FC/TC	Annual	FTC follows Standing Orders and fin Regs asks for advice from Internal Auditors		Review annually and follow Standing Orders and Fin Regs, use Internal Auditors and SLCC for specific advice	802 4055 4056
		Confirm continuing commitment to the Fair Trade movement		Ongoing			Completed	
		Retain FTC's commitment to the 10:10 campaign		Ongoing			Completed	
		Devise strategy to achieve a Carbon Neutral Council	FC/ERO	2013/14	New project	New project	Incorporated in all that we do, and specifically in work of sust and recycling officer	503 4719
		Carry out service improvement surveys	IAC /TC	2013/14	New project	New project	Do not progress	506 4122

5.2 Promote greater engagement							
ACTIONS							
	ACTIONS	RESPONSIBLE	TIMESCALE	PROGRESS at Oct 2012	PROGRESS at Nov 2013	PROGRESS at Nov 2014 and plan for 2015/16	
5.2.1	Encourage and make use of local expertise to influence best decisions	FC/TC					
	Develop a skills and interests database	EAC / CPO	March 2014	In progress	Participate Frome recs database and discussions being held with website developers	Community database exists and needs to be developed further	802 4027
	Hold a fair for voluntary, specific interest and community groups to network and share ideas	EAC / CPO	2014/15	To be planned for 2013	Participate Frome week held and now planning to take forward recs	Participate Frome recs being implemented. A Funding Fair to be organised early 2015. Use of Christchurch Street as a physical and virtual space for increasing engagement	503 4723 502 4320
5.2.2	Improve public participation at formal and informal meetings		Ongoing		Participate Frome week held and now planning to take forward recs	Continue to explore innovative ways of enabling people to engage in Council meetings	501 4018
	Strive to make formal meetings easier for everyone to understand	All / TC	Ongoing	Ongoing		as above and trial live twitter postings	
	Make Councillors more accessible to receive and respond to questions and concerns raised by the public	All / TC	Ongoing	Ongoing	More work needed	New notice boards in suburbs providing Cllrs contact details, develop surgeries. Continue to promote contacts on website.	
	Challenge procedures that are barriers to public participation	All / TC	Ongoing	Ongoing		on going	
	Consider ways of reaching the wider community by on line or broadcast methods	All / TC	Ongoing	See 1.2.1 above	More work needed via website and other means	Council agreed to any broadcasting of meetings and will trial live twitter feeds	802 4027
5.2.3	Support the young people to genuinely contribute to Council working	All / CPO	2014/15	Project needs developing with young people in the town.	Mayor for Young People appointed. Supporting Youth Council. Youth Services report recs being considered	Youth services project implemented. We will review the way that young people are engaged in the wider community. We will embed youth provision and engagement alongside all community engagement and community group and development support.	503 4718

KEY

- EAC External Affairs Committee
- IAC Internal Affairs Committee
- FC Full Council
- TC Town Clerk
- EM Environment Manager
- EDRM Economic Development & Regeneration Manager
- RFO Responsible Finance Officer
- PDO Planning & Development Officer
- CPO Community Projects Officer
- ERO Energy & Recycling Officer
- TCRM Town Centre Regeneration Manager

