

# **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**

**7pm Wednesday 23 September 2015**

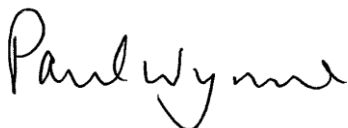
Frome Medical Practice Enos Way, Frome, Somerset BA11 2FH

Please contact Rebecca Krzyzosiak ([admin@frometowncouncil.gov.uk](mailto: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. A discussion on the Syrian and Calais crisis – what the town is broadly doing
4. Apologies for absence, declaration of members’ interests and minutes from the last meeting on 26 August 2015
5. For decision: To agree a policy on horse-grazing on Town Council land
6. For decision: To agree to commission a Town Digital Hub
7. For decision: An update on Dog Control Orders eleven months on and a proposal to consult a on DCO on The Showfield
8. For decision: Town Centre floral displays 2016
9. For information and decision: Fundraising Support and Community Grants
10. For information: Planned Winter and Spring works on Town Council land
11. For information: Outstanding actions
12. For information: Update on ongoing projects
13. Health and Safety update
14. Confidential staff item
15. The next meeting will be 7pm at the Elliot Building, (to the rear of Frome Town Hall), Christchurch St West BA11 1EF

Yours sincerely



Paul Wynne, Town Clerk  
Frome Town Council, 5 Palmer Street, Frome BA11 1DS  
17 September 2015

# FROME TOWN COUNCIL

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## AGENDA

1. Questions and comments from the public
2. Questions and comments from Cllrs
3. A discussion on the Syrian and Calais crisis – what the town is broadly doing
4. Apologies for absence, declaration of members' interests and minutes from the last meeting on 26 August 2015 at Appendix 1
5. For decision: To agree a policy on horse-grazing on Town Council land

Author: Environment Manager

### *Summary*

This report brings Cllrs up to speed with fly-grazing and the relevant legislation. It then identifies three options that could be employed to deal with the problem and recommends that instances of fly-grazing are dealt with on a case by case basis and by trying to work with the horse owner if possible.

### *Background and introduction*

The practice - *in fact habit* - of grazing horses on public and private land without permission is something that has gone on in England for years, especially where such land is perceived to be 'common land'.

In recent years, however, loose; stray; abandoned & fly-grazing horses have become an increasingly acute, expensive *and frequent* problem for landowners – including local authorities. Indeed, over half of the local authorities in England & Wales surveyed in summer 2014 cited fly-grazing as a problem – with nearly a quarter rating the problem as 'significant' or 'severe'. In short Frome is not alone.

### *Fly-grazing and abandonment in Frome*

Green spaces like Rodden Meadow, The Dippy and The Showfield, and numerous privately owned fields, roadsides and lesser known green spaces in and around the town have all had horses left to fly-graze in recent years.

Fly-grazing and abandoned horses cause any number of problems for local authorities: restricting access to public green spaces; damaging property; and causing accidents. They can also create significant distress, unrest and anger amongst the people and the communities nearby.

This was certainly the case over the summer – when members of staff were taking daily calls concerning the welfare of the horses fly-grazing in Rodden Meadow; and more latterly to report that the horses were loose.

### *Legislation*

At least historically, the legislation in place to protect landowners and enable them to act was beset by limitations and loopholes. As such, the legislation was changed this year with the introduction of the **Control of Horses Act 2015**.

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This Act effectively collected, rationalised and improved the numerous ineffective Acts and procedures previously in place; most obviously and successfully, the new Act speeds up the process by which landowners can act.

In view of the new legislation and given the strength of feeling about the horses fly-grazing on Rodden, it seems appropriate to consider three management options available to FTC.

### *Management options – including estimated costs*

#### **Option A: Identify the owners and work through instances and situations as they arise**

This is effectively what staff do at the present time, but without a formal Council mandate.

As horses are left, staff try to identify the owner of the horse or horses; then encourage them to move the horses on. This sounds simple enough, but has its difficulties and drawbacks. To start with, the lack of legislation in place to govern horse passports and microchips means that identifying the owner of any given horse can be difficult and time consuming – or simply impossible.

For the most part FTC has a good relationship with the known horse owners in the area, so finding out who owns a fly-grazing or abandoned horse tends to happen quickly. Nevertheless, we do rely on the owners to confirm that the horses belong to them; or to tell us who they belong to.

This approach works some of the time – more so when there is just one horse fly-grazing. Nevertheless this approach has two fundamental shortcomings:

- The most likely result of moving a horse on is for it to be moved to another green space in the town. FTC is simply *moving* the problem rather than solving it. It could be to another FTC site or someone else's.
- It relies on a significant degree of cooperation and good will on the part of the horse owners.

The other significant consideration here is that FTC *could* be deemed responsible for the health, welfare and safety of any horses left on Council land, and by not taking significant actions the Council could be seen to be devolving itself of its responsibilities. This is something that would be tested in the courts and the legal implications and minutiae are difficult to predict - but Councils have settled notable cases in the past.

Staff acting reasonably and recording any and all actions taken would be good practice when adopting this approach.

#### **Option B: Approved grazing on select FTC land**

Here, we would look to work with the horse owners to purposely graze sites in a managed way. For instance, The Dippy could be separated into four areas as marked up on the illustrated plans below in this report.

This could be a cost effective way of managing some of our sites – and it's notable that some of the sections highlighted in the plan are essentially unmanaged at the present time. This approach could equally be applied to sites like Rodden Meadow and The Showfield.

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Ideally, any such agreements would be formalised in writing:

- Detailing grazier and Council responsibilities
- Defining sites and areas
- Scheduling grazing patterns
- Defining standards of care
- Defining practices; and so on.

Realistically, however, any such document would likely remain unsigned and prove unenforceable.

Arguably of far greater significance, a key consideration here is that these areas are all public spaces and grazing horses can cause concern, resentment and anger. Most of the reports staff received over the summer came from members of the public fearful of using Rodden Meadow because of the horses or concerned about the welfare of the horses. In order to deliver approved, managed grazing we would be best placed fencing off the grazed areas (at a cost) and this would inevitably reduce the amount of green space available to the public.

Grazing in this fashion would also likely confer *or at least be seen to confer* additional responsibilities onto FTC – including regular checks of the grazed areas and the grazing horses. This means additional staff time looking after left horses.

### **Option C: Zero Tolerance**

Still the most common approach taken by local authorities – and in all sorts of ways the most straightforward. The relevant legislation here is the [Control of Horses Act](#) and the [Animal Welfare Act](#).

Prosecutions under the Animal Welfare Act focus on the neglect of a horse or horses and invariably involve both the Police and the RSPCA. Such prosecutions are complicated and surprisingly rare. The rarity is a direct result of people and sometimes landowners caring for an abandoned or grazing horse which means that at least legally, the horse is no longer at risk of cruelty and neglect. As such this process can mean well-meaning people having to ignore a left horse – something that can be incredibly difficult to do.

The Control of Horses Act allows landowners to identify horse owners and agree what should happen with left and abandoned horses. When owners refuse to cooperate (or even identify themselves), the Act sanctions the possibility of seizing fly-grazing or abandoned horses, then either re-homing or putting-down those horses.

The process involves displaying legal notices in site; then following up 96 hours later by seizing the horse or horses if the owner hasn't got in touch to agree alternative arrangements.

There are lots of considerations to take into account here – starting with the question of whether the Council wants to start seizing unclaimed horses. Assuming it does, then the likely costs associated with this are detailed below, on a per horse basis:

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Instructing a bailiff to act on FTC's behalf – preparing legal notices etc.	£200 to £250
Removing the horse or horses	£400 to £500
Acquiring a full set of documents, vaccinations & a clean bill of health	£200 to £250
Castrating male colts	£200 to £250
Euthanasia & Disposal	£400 to £500

At a cost of over £1,000 per horse, the four horses left fly-grazing on Rodden Meadow would have cost FTC over £4,000 before any costs associated with re-homing or putting-down. In addition to these costs, FTC would also be responsible for looking after any seized horses. At present the Council does not own any stables; nor do we employ anyone trained to look after a horse or horses. On a practical level we'd be looking to move on the horses immediately – but most people aren't interested in these types of horses.

### *Communications*

It is good practice to make sure as far as possible that the public are informed of what is going on. It is recommended that there is a page on the website providing detailed information about what approach we will be taking and that signage is placed on site when fly-grazing occurs.

### *Recommendations*

1. Deal with instances and situations of fly-grazing and abandonment *on an individual basis* as they arise with actions coordinated by the Environment Manager (Option A above).
2. Agree that seizing a horse will be a last resort, and must be agreed by the Town Clerk in consultation with the Leader of the Council, especially when that action is likely to be followed by putting-down the horse (Option C).
3. Establish a fly-grazing webpage and use on site signage to inform the public of what FTC will do when fly-grazing occurs.

## **6. For decision: To agree to commission a Town Digital Hub**

Author: Community Projects Officer

### *Summary*

This is a proposal to work with Keith Harrison-Broninski to create an online resource that enables local services and organisations to work collaboratively, harnessing and sharing data to inform strategic development of services for Frome. The project will be known as the Town Digital Hub (TDH).

FTC expects the TDH to be a tool for collecting and collating data which can be used by FTC and other town based organisations to help make connections between groups and individuals and plan and run projects.

The need to map services, expertise and resources has long been identified as a means of increasing partnership working, using resources efficiently and tapping into local knowledge and expertise. A budget has previously been identified for this purpose.

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### *Objectives of the project*

- a) To create a more sustainable approach to joint working through the use of collaborative action plans held by the TDH
- b) To create a database that enables us to understand how individuals and organisations are connected and how and where the skills, expertise and resources are in Frome.
- c) To have a consistent approach to gathering, sharing and accessing information for both FTC and residents.

### *Background*

In the light of declining public services coupled with increasing demand for them, we want to enable a more resilient community to evolve. In order to achieve this we need to provide funding, structural and practical support to the community.

### *Collaborative action plans*

FTC's new panels and corporate strategy are leading the Council to take an increasingly strategic role in facilitating the delivery of services by other organisations. The TDH would enable us to establish clearly, and relatively quickly, where the gaps in service provision are, and where organisational or individual expertise are needed. It would provide a non-threatening environment to encourage and develop partnership working which meets the needs of local residents.

### *Database*

FTC will work to ensure that the information held in the TDH will also make available a database providing a wide-range of data for use by both FTC and the wider community. This is a secondary stage of the proposed project.

There are a number of other CRM products available which would offer some of these functions at a cost (in the region of £15k-£20k upwards). The TDH is an affordable way for FTC to move towards meeting objectives a) and b) above, and *may* in the future also address c).

The TDH is a concept which has been created by Keith Harrison-Broninski and presents a unique opportunity for FTC - due to this unique nature there is no other contractor currently able to deliver this project.

The quote we have received from Keith is for £5k for the TDH to go online, £2.5K for data to be captured and £2.5K for collaboration plans to be produced, there is sufficient budget to cover these costs.

The Council's Financial Regulation 14.5 states that for any contract over £5,000, quotes shall be invited from a minimum of three suppliers. If Cllrs are satisfied that in this case only one quote is necessary and that the exemption from this provision is justified then Financial Regulation 14.4 may be made and a record of the exemption shall be minuted.

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### *Recommendation*

Commission Keith Harrison- Broninski to establish the Town Digital Hub, and minute that this is justified as an exemption to the Financial Regulation 14.4.

### **7. For decision: An update on Dog Control Orders eleven months on and a proposal to consult a DCO on The Showfield**

Author: Environment Manager

### *Summary*

This report updates Cllrs on how Dog Control Orders (DCOs) are progressing one year on and proposes to consult on an additional DCO for the newly acquired Showfield.

### *Background*

DCOs are orders that come from the Clean Neighbourhoods and Environment Act 2005. Following public consultation in 2014, FTC worked with local residents and interested groups to agree a set of DCOs for all of our parks and green spaces.

These Orders came into effect on 23 October 2014.

### *Offences*

Four different offences have been prescribed in FTC's Orders:

1. Fouling of land by dogs - This means it's an offence for the person in charge of a dog to fail to clean up after that dog.
2. Dogs on leads – Here dogs must be kept on leads in designated areas and/or between designated times.
3. Dogs on leads by direction – Here authorised officers (FTC staff) can reasonably request that dogs are put on a leads where they are not under the appropriate control, or where they are causing damage or acting aggressively.
4. Dogs Exclusion Order – Here authorised authorities can exclude dogs completely from certain areas. (In Frome, this is commonly used to exclude dogs from children's play areas, sports courts & dog-free areas in parks).

### *Penalties*

The penalty for committing an offence is a maximum fine of up to £1000 and a criminal record, but offenders can be offered the opportunity to pay a Fixed Penalty Notice (FPN) of £80 in place of prosecution.

Nevertheless, members of staff - especially the Rangers - have worked all summer in an effort to explain the DCOs and encourage cooperation and understanding amongst the town's dog owners.

### *Victoria Park*

A unique set of rules applies to Victoria Park, where dogs must be kept on leads between 10.00am and 6.30pm throughout the summer (from 1 April to 30 September). The DCOs for Victoria Park were the most contentious when the Orders were all being proposed; and the

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original proposal for the park – that dogs were excluded altogether – was revised to the above seasonal arrangement.

### *Review*

With the seasonal summer period coming to a close in Victoria Park, a summary review of the DCOs is appropriate.

We didn't receive any concerns or queries of note between October 2014 and April 2015. Between April and September 2015 we received a handful of reports concerning the DCOs:

- One mentioned an aggressive dog & irresponsible owner at Welshmill
- One concerned an aggressive dog in Victoria Park
- One concerned the perceived persecution of dog owners near Rodden Meadow
- Three mentioned dogs being walked on Mary Baily

In addition to these reports, FTC's Rangers and other members of staff have all noticed people unaware of or ignoring the DCOs. This is particularly true of Victoria Park where dogs have been walked without leads at all times during the day, and of Mary Baily where dogs are being walked. On explaining the DCOs to such owners and walkers, most are then happy to adhere to the relevant Order at the time. However some regular dog walkers who are cooperative when prompted flout the rules at other times. There is also a minority of owners and walkers who wilfully challenge the Orders, even after staff have spoken to them. This has led to a few aggressive and abusive conversations and one confrontation.

### *The Showfield*

With the transfer of the Showfield imminent, it would be logical and reasonable to introduce a DCO for the site and bring it in line with FTC's other parks and green spaces.

### *Summary*

It's apparent that the DCOs are being contravened more often than the handful of reports received over the summer period. It's also the case that a minority of owners and walkers have no interest in cooperating with the Orders and that FPNs might be the only recourse in certain situations.

Even so, it is my view that, on the whole, DCOs have improved anti-social behaviour within a minority group of dog owners. As with any legislation, a small minority will always flout the rules. Our task is to continue to reduce the size of this minority. Polite persistence by staff and on-site signage will continue to be used. Hopefully, pier group pressure will have an impact too.

### *Recommendations*

1. Continue with DCOs where they are currently in place.
2. Delegate responsibility to the Environment Manager to start consultation on a DCO for the Showfield, reporting back to Council with a recommended DCO in due course
3. In consulting on a DCO for the Showfield, staff take the opportunity to re-publicise and promote the existing Orders.



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### 8. **For decision: Town Centre floral displays 2016**

Author: Chris Stringer, Environment Manager

#### *Background*

Cllrs and staff met at the start of September to discuss this year's floral displays and to consider whether to make changes for next year. This meeting was prompted by a general view that the town's floral displays this spring and summer were a little disappointing when compared to previous years.

#### *2015*

The changes to the displays this year were in part a deliberate ambition to move away from the tradition of annuals and bedding, as initiated and agreed by the previously elected Council. This meant fewer displays and changes to what was planted in some of the remaining displays.

This ambition was made more difficult by the significant number of vacant staff posts. This resulted in a lack of continuity and presence on the ground, and fundamentally delayed the planning and organisation of the town's displays.

With a full team of Rangers now in post, there are opportunities for next spring and summer; and the years ahead.

With all of this in mind, a number of key aims and principles were agreed at the meeting in September and are proposed to Council here:

#### *Aims & Principles*

- There should be more displays in the town centre – with the main focus on The Bridge, Market Place and the lower end of Bath Street; and the adjoining streets and public spaces. These streets and areas are most suitable for traditional annual and bedding plants.
- There are exciting opportunities in and around the Market Yard for planting schemes that reflect the unique character and role of this space.
- FTC should be identifying and seeking out greater community involvement in the town's florals. Examples of this could include: businesses sponsoring beds and displays; local schools designing and planting beds; residents watering and caring for displays.
- There should be a balance of sustainable, low maintenance planting, flowering shrubs, bulbs, perennials, herbs etc. In combination with more tree planting, these should be used to create seasonal and ongoing interest.

#### *Finances*

It was acknowledged and noted that changes in the amounts *and types* of planting round the town could have implications for future budgets – but any changes would necessarily be subject to formal approval when the Council agrees next year's budget.

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### *Recommendations*

1. Delegate responsibility to the Environment Manager to involve the wider community in the town's floral displays
2. Delegate responsibility to the Environment Manager to draw up plans for next year's florals; and to propose next year's budget in due course

## **9. For information and decision: Fundraising Support & Community Grants**

Author: Community Projects Officer

### *Introduction*

This paper reflects conversations between the Grants Advisory Panel and staff regarding fundraising support advice, and grant criteria. It recommends...

### *Fundraising support*

In this financial year, a total budget of £65,000 was allocated for fundraising support and community grants, with a portion of this, earmarked to outsource provision of specialised advice to local groups.

Green Strand has held the contract to provide this specialist advice for the last 3 years and has helped Frome groups to raise circa £200,000 from funding sources outside Frome Town Council. The cost of this contract has been £10,000 per year, i.e. £30,000 in total and their current contract comes to and end on 30 September 2015.

Both Green Strand and FTC acknowledge that the potential to raise further funding exists as long as more community groups can be supported to become 'grant ready'. The key strength of Green Strand lies in working alongside such grant-ready groups to submit bids to funders such as the Big Lottery.

It is therefore proposed that from October onwards, the fundraising support budget will be allocated slightly differently. Green Strand and where appropriate other fundraising professionals with particular expertise, will be commissioned to continue to support specific existing bids and we will work with them to identify further suitable fundable projects, that are either spearheaded by individual groups or by a consortium of local groups. The amount of support provided will be agreed on a case by case basis.

Additionally, for those groups that are not yet grant-ready, it is proposed that a programme of training and workshops will be devised by FTC Community Project Officers whose role already covers this. It is therefore recommended that the Community Project Officers allocate resources for fundraising support, training and bespoke advice for groups and organisations within the remaining budget of £5k to the end of this financial year.

### *FTC Community Grants*

When the new Corporate Strategy is agreed by Council, the criteria for grant applications will be reviewed and updated. In the meantime, the existing criteria will continue for the next round of grants which has a deadline of 13 November. The existing scheme for scoring applications will be used as a starting point for discussions by Councillors.

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### *Youth Bank*

At the last meeting of the grants advisory group a Youth Bank application from Louis Pearson for carving finials on the posts of the ramp on The Otherside at Welshmill for £1,000 was recommended for approval but wasn't put on the last Council paper, it is now recommended for approval.

### *Recommendations*

1. Commission fundraising professionals to support grant applications from grant-ready groups, on a case-by-case basis.
2. To agree to the Community Project Officers allocating resources for fundraising support and advice as described above within a budget of £5k for the remainder of this financial year.
3. Approve the above Youth Bank Application for £1,000.

## **10. For Information: Planned Winter and Spring works on Town Council land**

Author: Environment Manager

### *Summary*

This report summarises for information the planned winter and spring works on the Town Council estate.

### *Discussion*

On the Town Council estate grass cutting, florals and other summer work is now coming to an end, and winter and the early spring work such as clearing leaves, tree works, pruning and winter plant care, and general maintenance will predominate. Now that the nesting season has come to an end we will head straight into hedge cutting.

Litter and general inspections go on throughout the year. It's also worth noting that the scheduled works (illustrated below) allow for a certain amount of breathing space, so we can react to challenges and opportunities that arise.

It goes without saying that winter work in particular can be subject to the weather and ground conditions—so the 'When' is our aim, but it can sometimes change. In all of this work we'll be looking to involve interested and expert parties as well—hopefully the FORF when we're working at Welshmill and Rodden; FROGS in the consultations on the Showfield; and the Dippy group on that side of town.

We've also got a variety of projects lined up between now and early spring and these are illustrated below:

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## VICTORIA PARK & MARY BAILY

What	When	Lead
Removing the existing compost bays from outside the park office	December to January	Rangers
A dedicated (screened & secure) space for the bins & recycling bins kept by the park gates	December to January	Rangers
Additional staging for FTC & community use in the greenhouse	November to December	Rangers
Boundary & internal hedges	September to October	Rangers
Maintenance and/or replacement of benches & bins	December onwards	Rangers
Tree surgery—based on the findings of the upcoming tree survey	Before nesting season	Specialist
Pruning & tidying the shrubs and under-planting	September start	Rangers
Create secure storage area for weekend events	February	Rangers
Oversee construction of the new tennis courts—and reinstatement of the old courts	October start	FTC
Review of park footpaths	October to November	FTC
Tree planting on Mary Baily	January to February	FTC

### VICTORIA PARK & MARY BAILY



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## WELSHMILL

What	When	By who
Clearance along the riverbank—creating additional sight lines to the river & The Otherside	October to November	Rangers
Removal of the epicormics growth & ivy on the main trees		Specialist
Boundary hedge cutting	October, then February	Rangers
Re-location of existing bins	Imminent	Rangers
Replace Sustrans bench	TBC	TBC
Visual survey of boundary wall	November	FTC
Tree surgery—based on the findings of the upcoming tree survey	TBC	Specialist

## RODDEN MEADOW

What	When	By who
Clearance of marked sections along the main footpath	October start	Rangers
New benches	November	FTC
Clearance of marked sections along the riverbank	October to November	Rangers
Removal of the damaged section of wall	December	Rangers
Cut back & tidy through Millenium Green paths & boundaries	November start	Rangers
Tree surgery—based on the findings of the upcoming tree survey	TBC	Specialist
New signs for the site	January	FTC

## THE DIPPY

What	When	By who
Install new gates at both ends of the site	Imminent	Rangers
Bramble & scrub clearance	September start	Rangers
Tree surgery—based on the findings of the upcoming tree survey	October to November	Rangers
Cost the resurfacing of the main footpaths	October	FTC

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## RODDEN MEADOW



Riverbank clearance



Path clearance



Wall to be removed

## ELSEWHERE

Where	What	When	Lead
North Parade	Clearing all of the roadside planting, including the raised bed	Imminent	Rangers
North Parade	Reinstating roadside edge with grass	Imminent	Rangers
North Parade	Bulb planting— a mix of naturalising spring bulbs	September to October	Rangers
North Parade	Selective clearance & litter-pick through the woods	January	Rangers
North Parade	Tree surgery—based on the findings of the upcoming tree survey	Before March	Specialist
Showfield	Site signs, including Play Frome signs for play area	Imminent	FTC
Showfield	DCO consultation	Imminent	FTC
Showfield	Spending consultation	September & October	FTC
Chateau-Gontier Walk	Develop plans in conjunction with NVB, including full planting scheme	By January	FTC
Foundry Barton	Agree on redesign of the fenced play area, then commission works	Asap	FTC
Henley Way	Begin selective clearance along the riverbank	September to October	Rangers
Henley Way	Paint artefacts	TBC	FTC
Henley Way	Interpretation boards	January to February	FTC
The Otherside	Look to establish community management by interested groups	Ongoing	FTC
The Otherside	Tidy new planters	Asap	FTC
Weylands	Hedge works & selective thinning, clearance	October to November	Rangers

### 11. For information: Outstanding actions



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Summary of Resolution	Minute number	Meeting date	Responsibility	Progress Report	Target Date
Freehold transfer of the Tower View Open Space along with an appropriate dowry	2014/70	17/12/2014	Chris Stringer	Due to be discussed by CAMG at MDC in November.	
Freehold transfer Packsaddle Way/Pedlars Grove and Chapman's Close open spaces with dowry	2014/71	17/12/2014	Chris Stringer	Due to be discussed by CAMG at MDC in November.	

**12. For information: Update on ongoing projects at Appendix 2**

**13. Health and Safety update**

Nothing to report

**14. For Decision: Staff related issues**

Author: Economic Development & Regeneration Manager

*Summary*

Cllrs will now meet in confidential session to decide on a number of staff-related issues and the public and the press are asked to leave. A confidential report is attached for Town Cllrs only.

**15. The next meeting will be at the Elliot Building, (to the rear of Frome Town Hall), Christchurch St West BA11 1EF**